

# Rancho Simi Recreation and Park District Board of Directors Meeting

## A G E N D A

Wednesday, February 7, 2024 at 6:30pm

Rancho Simi Recreation and Park District  
4201 Guardian Street, Simi Valley, CA 93063 • Activity Room 3

Welcome to a meeting of the Board of Directors of the Rancho Simi Recreation and Park District. The Park District welcomes citizen participation. There are multiple ways you may participate or view the meeting:

**In Person.** You may attend the Board Meeting in person at the time and location listed above.

**Via Zoom.** <https://us02web.zoom.us/j/85783480687?pwd=R0hVbkZ1UlhxRUFlUHMnAvd0IvUT09>

**Via Phone.** Please call 1-669-900-6833 and enter Meeting ID: 857 8348 0687. Passcode: 202442.

**View Via YouTube.** Click <https://www.youtube.com/rsrpd>

If you would like to speak, please follow these simple steps:

- Fill out a green Speaker Card, available at the sign-in table, and hand the card to the Recording Secretary or Board of Directors.
- If the item you would like to speak about is not on the Agenda, be prepared to speak when the Board Chair calls for “Public Discussion”. The Chair will call the names appearing on the Speaker Cards. If you do not hear your name called, please make this fact known, so that you may be recognized.
- If you would like to speak about an item that is on the Agenda, the Board Chair will announce the item, request a report from staff, ask Board Members if they have questions or comments, and then ask if there are people in attendance who would like to comment on the item.

When recognized, please speak from the podium and be professional. Speakers are allowed a maximum of three (3) minutes to comment. Depending upon the circumstances, the Board Chair may increase or decrease speaker time. At the conclusion of public comments, the Board Chair will thank the speaker(s).

The Board Chair may also determine appropriate action, if any, to be taken in response to comments received. Comments will be listened to, questions may be answered, speakers may be requested to further discuss the matter with staff, or an item could be added to a future Board Meeting Agenda or referred to a Board Committee, among other things. Items on the Agenda that require action will likely be voted upon by the Board of Directors. We appreciate your attendance and hope to see you again.

### ***BOARD OF DIRECTORS***

**Chair**  
Elaine Freeman

**Vice Chair**  
Ed Abele

**Director**  
Brian Dennert

**Director**  
Josh Gray

**Director**  
Kate O'Brien

**STAFF**  
District Manager  
Dan Paranick

To view video of this meeting, please visit [youtube.com/rsrpd](https://youtube.com/rsrpd) or click [HERE](#).

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE **00:00:00**
2. ROLL CALL **00:00:32**
3. AGENDA REVIEW **00:00:43**
4. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA) **00:02:45**
5. APPROVAL OF MINUTES **00:03:09**
  - a. Rancho Simi Recreation and Park District Board of Directors Regular Meeting – Jan 17, 2024
  - b. Rancho Simi Recreation and Park District Board of Directors Special Meeting – Jan 17, 2024
  - c. Rancho Simi Recreation and Park District Board of Directors Special Meeting – Jan 25, 2024
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.) **00:04:15**
  - a. Approval of 1/31/24 Accounts Payable Check Register & 1/12/24 Payroll Check Register
  - b. Approval of Award of Contract for Custodial Services at Restroom Facilities at Various Parks in Oak Park and at After School Clubs in Simi Valley
7. PRESENTATIONS, SCHEDULED ITEMS AND PUBLIC HEARINGS
  - a. Presentation of the Full-Time Employee of the Month for January 2024 to Brittany Wilson, Human Resources Coordinator **00:06:30**
  - b. Annual Update on the Rancho Simi Recreation and Park District Park Ranger Program – Verbal Report **00:11:15**
8. CONTINUED BUSINESS – NONE **00:59:11**
9. NEW BUSINESS
  - a. Review and Direction Regarding the January 11, 2024 Oak Park – Park and Recreation Planning Committee Meeting **00:59:15**
  - b. Receive and File Governmental Accounting Standards Board (“GASB”) 75 Actuarial Valuation for the District’s Retiree Health Insurance Program as of June 30, 2022 **- 01:15:05**
  - c. Results of the Park District’s Public Bid Opening for New Truck and Vehicle Purchase(s), and Authorization to Waive District Purchasing Policy and Authorize Staff to Procure New Truck and Vehicle Purchase Proposals on the Open Market based on Comparative Price Quotes **01:24:36**

- d. Approval of Contract with SCI Consulting Group For Professional Consulting, Engineer of Work and Levy Administration Services for the Parks, Recreation and Open Space Maintenance and Improvement District for Fiscal Years 2024/25 to 2026/27 **01:36:45**
- e. 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, (3) Maintenance & Grounds Association and (4) Unrepresented District Employees **01:39:37**

10. WRITTEN COMMUNICATIONS OF NOTE **01:42:55**

11. REPORTS BY BOARD MEMBERS **01:43:04**

12. REPORT BY DISTRICT MANAGER **01:58:14**

13. CLOSED SESSION **02:07:09**

- a. Closed Session Pursuant to Government Code Section 54956.9  
CONFERENCE WITH LEGAL COUNSEL  
Pending Litigation:               Shenkman
- b. Closed Session Pursuant to Government Code Section 54956.95  
Claimant:                                Jessika Martin c/o Law offices of Gerald L. Marcus  
Agency Claimed Against:   Rancho Simi Recreation and Park District
- c. Closed Session Pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator:               District Manager and Director of Administration  
Employee Organization:       Middle Management Association
- d. Closed Session Pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator:               District Manager and Director of Administration  
Employee Organization:       Employees Association
- e. Closed Session Pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator:               District Manager & Director of Administration  
Employee Organization:       Maintenance & Grounds Association
- f. Closed Session Pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator:               District Manager & Director of Administration  
Employee Organization:       Unrepresented Employees

14. ADJOURNMENT



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Dan Paranick, District Manager / District Clerk

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If any individual has a disability that may require accommodation to participate in the 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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# Rancho Simi Recreation and Park District Board of Directors Meeting

## MINUTES

Wednesday, January 17, 2024, 6:30pm

Rancho Simi Recreation and Park District • Activity Room 3  
4201 Guardian Street, Simi Valley, CA 93063 • (805) 584-4400

A video recording of tonight's meeting is available on  
the District Website at [www.rsrpd.org](http://www.rsrpd.org).

1. CALL TO ORDER & 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, O'Brien, Vice Chair Abele, and Chair Freeman were in attendance. Director Gray attended tonight's meeting via Zoom due to a contagious illness. Staff in attendance included: Nikki Bim, Nikki Collier, Rudy Cardenas, Richard Lemmo, Jeannie Liss, Zach Miller, Wayne Nakaoka, Dan Paranick, Theresa Pennington, Brian Reed, Jennifer Santos, Alex Stumfall, Gina Viecco, and District Counsel Brian Hamblet.

Guests attended tonight's meeting in-person and via Zoom. Those who made public comments are listed under the appropriate Item below.

3. AGENDA REVIEW – There were no changes to tonight's Agenda.
4. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA)

Gary Vander Zwag, resident of the Texas tract in Simi Valley, is interested in starting a Community Garden at Houghton Schreiber park. There is a ballfield that is no longer being used and they are interested in that location.

5. APPROVAL OF MINUTES

- a. Rancho Simi Recreation and Park District Board of Directors Meeting–December 20, 2023 – Motion: Director O'Brien moved to approve the Minutes as written. Director Gray seconded the motion. The motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

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 12/15/23 & 12/31/23 Accounts Payable Check Registers and 12/15/23 & 12/29/23 Payroll Check Registers.

- b. Authorization to Purchase Golf Course Maintenance Equipment – Staff report was provided by Brian Reed, Golf Course Manager.

Motion: Director O'Brien moved to approve the Consent Agenda. Director Gray seconded the motion. The Motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

## 7. PRESENTATIONS, SCHEDULED ITEMS AND PUBLIC HEARINGS

- a. Presentation of Certificate of Commendation to Scout Brody Denham for Completion of his Eagle Scout Project – Mt. McCoy Boulder Plaque, Signage, and Trail Improvements – Verbal Report was provided by Nikki Collier. As a thank you to the Board, Brody provided a framed photo of his project.

Director Dennert grew up near Mount McCoy and this project is very special to him. The hike to Mt McCoy is only .71 miles one-way from the new trail marker making it more accessible to all levels of hikers. The Acorn article was one of the most well-liked with 946 likes so far. The entire Board congratulated Brody and thanked him for the great work on this project.

- b. Presentation of the Full-Time Employee of the Month for December 2023 to Rudy Cardenas, Crew Leader – Staff Report was provided by Theresa Pennington, Director of Administration. Rudy has been with the District for 13 years; this is his 5th award. Rudy stated it is nice to be recognized and thanked the Board. Nakaoka stated Rudy is one of the most joyful people he's ever met and always has a smile on his face. He is a hard worker and a great Crew Leader.

Abele added 5 awards is impressive. The entire Board thanked Rudy for his great attitude and hard work.

- c. Presentation of the Part-Time Employee of the Month for December 2023 to Nikki Bim, Administrative Assistant IV – Staff Report was provided by Theresa Pennington, Director of Administration. Nikki has worked with the District for 10 years; this is her 1st award. Nikki thanked the Board, adding she loves working for the District. Jeannie Liss stated she has worked with Nikki for 10 years. She is an amazing worker and helps in so many different areas of the District, we're lucky to have her.

The Board thanked Nikki for 10 years of excellent service and her positive attitude.

## 8. CONTINUED BUSINESS – NONE

## 9. NEW BUSINESS

- a. Consideration and Discussion of Golf Course Utilization Reports and Consulting – Staff Report was provided by Brian Reed, Golf Course Manager. At their June 7, 2023, meeting, the Board requested staff research and bring back options for providing expanded golf utilization

reports and analysis. Golf management consultants provide an array of analytical services aimed at optimizing overall efficiency and performance of course operations. The cost of engaging a golf course consultant typically ranges between \$30,000 to \$60,000.

Abele asked what the District has done regarding surveying the Golf Courses up to this point. Reed has used an option through the golf course software program to send surveys via email to golfers. The positive comments were regarding the greens being better. The negative comments were the time of play and not seeing the beverage cart enough. Last year, Reed personally played all the competitor courses in the area to assess the competing courses.

Gray asked if there has been push back from golfers after the most recent fee increase. Reed replied not too much, or not enough to keep them away from the courses. Gray is a bit hesitant about engaging a consultant, he's not sure how much more optimized the courses can be. He also does not want to limit access to the community as these are public courses. He feels dynamic pricing would box people out.

Dennert added the courses are real jewels in the community and Reed does a great job managing them. He is leaning towards a consultant but is not sure if the cost is warranted. He suggested it may be best handled as a Golf Committee meeting with the consultant.

O'Brien added, the amount of the consultant is only 1% of the course's budget and it could be a good investment. She is concerned if the funds are spent on the consultant and there are no suggestions. Paranick feels it's still valuable to know things are working well, even if there are no suggested improvements.

Freeman feels the courses are very successful and there is plenty of analytical data. She's not sure if there is anything to be learned.

Gray is more open to the idea after Board discussion and is open to hearing the results. He requested the consultant have experience with other public courses if possible.

Paranick clarified the consensus of the Board is in favor of hiring a consultant. Paranick and staff will draft the scope of work expected of the consultant and will bring this back to the Board for further review.

Motion: Vice Chair Abele moved to approve Alternate number 1 as provided in Staff's report. Director O'Brien seconded the motion. The Motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

Chair Freeman called a Recess at 7:56pm. Chair Freeman called the Meeting back to order at 8:03pm.

- b. Approval of Award of Contract for the Knolls Station Parking Lot Renovation Project – Staff Report was provided by Wayne Nakaoka, Director of Planning and Maintenance. During their meeting on November 1, 2023, the District Board authorized staff to solicit bids for the Knolls

Station parking lot renovation. The lowest bid came in at \$218,530. Partial funding comes from a grant in the amount of \$95,000. If approved, the additional funds can be derived from the District's Capital Improvement project reserves.

O'Brien asked if the grant funds were not used for the parking lot, would the District lose the funds. Paranick believes it would be possible to re-purpose the grant, but staff will investigate this further.

Abele asked about the condition of the parking lot and if this would increase rentals. Nakaoka replied there is currently only a dirt lot for parking, paving would facilitate the use of the park and buildings. Most people will choose to park on the street which is an inconvenience to the neighborhood. Rentals would increase, but it will take quite a while to recoup the funds.

Gray and Abele asked how this project factors in with the priority list of other District projects. Paranick has not seen a huge push for this parking lot and staff doesn't feel it is hurting the use of the park.

Freeman feels the park will look more finished and be more accessible for rentals. It is an unfinished project as it is now.

Abele added there are other unfinished projects. With the complaints being minimal, it is tough to justify the cost.

Dennert added it eventually needs to be done, but he feels other priorities are higher at this time.

Gray loves the Knolls Station; his grandfather was a firefighter at the station. But he doesn't see this as a priority with the much higher cost.

O'Brien concurs this parking lot is not a high priority now, with the higher cost. But she is concerned about losing the \$95,000 grant. Paranick replied, he feels there is a good chance to re-purpose the grant funds.

Motion: Director Dennert moved to reject the bid for the Knoll's parking lot restoration and direct staff to explore the option of re-purposing the grant funds to higher priority project. Vice Chair Abele seconded the motion. The Motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

- c. Approval of 2024 Board of Directors Standing Committee List – Staff Report was provided by Dan Paranick, District Manager. Each year, after the appointment of the new Chair, the Chair and District Manager work to update the Committee List for the new year.

Abele inquired on the status of the Murphy Estate. Paranick replied the District is currently working with the City of Simi Valley to finalize details. Abele also inquired about the status of the Heroin Task Force. Paranick replied it is still an active Committee on the City's list but

has not had any activity in years. Abele suggested the creation of a new Mental Health Committee with himself and Gray. He feels there is an imbalance with the Committee List as Freeman is on 11 committees.

Dennert feels the Oak Park Advisory Committee is no longer needed, none of the members were adamant about keeping it. Paranick had a lengthy conversation with the 5 members who were at the last Committee meeting, and they all understood the Committee will most likely no longer be needed in the future. Abele has not heard much pushback from the Oak Park Committee members. Zoom has really facilitated Oak Park's ability to attend District Board meetings.

Dennert requested the elimination of the Task Force on Heroin as it has not been activated in at least 5 or 6 years. He does not want it to appear as if the District is actively working on this issue.

Board direction: The Board agreed to the following amendments to the Committee List. The Community/Non-profit Liaison Committee will change from Freeman to Abele and the Task Force on Heroin Subcommittee will be removed from the list. The status of the Oak Park Committee and possibly adding a Mental Health Committee will be considered at a later date.

Motion: Director Dennert moved to adopt the 2024 Committee List as amended. Director Gray seconded the motion. The Motion carried with the following Roll Call Vote:

Ayes: Abele, Dennert, Freeman, Gray, O'Brien

Noes:

Absent:

Abstain:

## 10. WRITTEN COMMUNICATIONS OF NOTE – NONE

## 11. REPORTS BY BOARD MEMBERS

Vice Chair Abele brought in candy from his daughter's Baby Shower. He attended the farewell luncheon for District Accountant Miguel Chavez. Miguel is such a great guy and an outstanding employee; he wishes him well. The MLK Day of Service has been a great suggestion by Dennert. Thanks to Staff for arranging the work projects, there were upwards of 75 to 90 volunteers, it was a huge success. Nikki Collier and Laura Ballantoni have been behind this event every year and have done a great job. Thanks to the following employees for volunteering: Douglas Duran, Jonathan Schwartz, Wayne Nakaoka, Paul Friedeborn, Jennifer Santos, Heather Ramirez, Mario Delgado, Eugene Molnar, Jeannie Liss, Sandra Salute, and Zach Miller. He thanked all the volunteers; the District and Community appreciates the hard work. Abele closed his comments with the following quote from Martin Luther King Jr. "Be a bush if you can't be a tree. If you can't be a highway, just be a trail. If you can't be a sun, be a star. For it isn't by size that you win or fail. Be the best of whatever you are."

Director Dennert appreciates Abele listing the employees who volunteered on the MLK Day Of Service, he added his thanks as well. He thanked Nikki Collier and her team for organizing the event. He came by the Activity Center early to see Paul Friedeborn, but he was already at the volunteer site at 7am and ready to go. His daughter and friends helped to clean up the Arroyo along with the Fallout Riders bicycle club. Scout Troops picked oranges from the ground, and his sister volunteered at Strathearn. He attended the Oak Park Committee meeting, there were 5 agenda items placed by 1 member who did not even show up for the meeting. The Committee members Dennert spoke with were open to changing the structure or disbanding. He saw a group of kids that made a makeshift BMX track for themselves near Corriganville, it would be nice if they had an actual track to ride.

This is the first year Director Gray missed the MLK Day Of Service due to illness, he's looking forward to volunteering next year. He will hold his remaining comments for the next meeting.

Director O'Brien also missed the MLK Day Of Service due to illness. She attended the Homeless Task Force training today; she participated in the homeless count last year and is eager to do it again. She wished everyone a Happy New Year!

Chair Freeman volunteered at Strathearn during the MLK Day Of Service. It was very well organized by Jeannie Liss, and she did a great job with the volunteers. Freeman suggested a work party to finish up painting the fences. It was great to see parents volunteering with their children and creating good citizens. She attended the Police Foundation Dinner on Saturday night to honor citizens who have worked with the Simi Valley Police Department. Prior to the Pandemic, Strathearn would provide an annual report during a Board Meeting, she suggested a return to this report and include the Triun Depot as well. She wished everyone a Happy New Year!

12. REPORT BY DISTRICT MANAGER – Comments were provided by Dan Paranick, District Manager. Thanks to Staff for planning this year's Martin Luther King Day Of Service event. He and Miller will be meeting with the Madison County HOA to discuss newly acquired open space in their area. The meeting regarding the District's mental health initiative will be rescheduled. An Active Shooter Training course has been scheduled for staff which will be recorded for future viewing. Final interviews will be held next week for the District's recruitment for the Accountant position. Staff has reviewed December Financials, everything is in-line and financially stable. He and Miller met with the group Gray suggested who place disabled people in jobs. Completion of the pool project is delayed until the end of February due to the recent rains. He and Nakaoka attended a CARB seminar, they received a lot of detailed information on the conversion of fleets from combustion engines to electric. Paranick will be meeting with the Republican Women's Group to discuss the Arroyo Greenway Project.

Upcoming events: Paranick will be speaking at The Council on Aging's Celebration of their 50<sup>th</sup> anniversary on Jan 31<sup>st</sup>. Jan. 25<sup>th</sup> the Rotary and Elks Club will be holding an appreciation luncheon for District employees.

Future Agenda items: Activity Center Phase 3 presentation, OPEB Actuarial report, After-School Club fees, Engineer's Assessment Report, and Oak Park Committee follow-up.

Committee activity: The Historical Society meets the 1<sup>st</sup> Monday of the month.

13. CLOSED SESSION – Chair Freeman announced Closed Session at 9:21pm.

- a. Closed Session Pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator: District Manager and Director of Administration  
Employee Organization: Middle Management Association
  
- b. Closed Session Pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator: District Manager and Director of Administration  
Employee Organization: Employees Association
  
- c. Closed Session Pursuant to Government Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Agency Negotiator: District Manager and Director of Administration  
Employee Organization: Maintenance & Grounds Association
  
- d. 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

Reportable action: There was no reportable action taken by the Board.

14. ADJOURNMENT – Chair Freeman adjourned the Meeting from Closes Session at 10:00pm.

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Dan Paranick, District Manager/Clerk

# Rancho Simi Recreation and Park District Board of Directors Special Meeting

## MINUTES

Wednesday, January 17, 2024, 6:30pm

Rancho Simi Recreation and Park District • Activity Room 3  
4201 Guardian Street, Simi Valley, CA 93063 • (805) 584-4400

A video recording of tonight's meeting is available on  
the District Website at [www.rsrpd.org](http://www.rsrpd.org)

1. CALL TO ORDER – Chair Freeman called the Meeting to Order at 6:30pm. The Pledge of Allegiance was led by Kate O'Brien.
2. ROLL CALL ROLL CALL – Directors Dennert, O'Brien, Vice Chair Abele, and Chair Freeman were in attendance. Director Gray attended tonight's meeting via Zoom due to a contagious illness. Staff in attendance included: Nikki Bim, Rudy Cardenas, Richard Lemmo, Jeannie Liss, Zach Miller, Wayne Nakaoka, Dan Paranick, Theresa Pennington, Brian Reed, Jennifer Santos, Alex Stumfall, Gina Viecco, and District Counsel Brian Hamblet.

Guests attended tonight's meeting in-person and via Zoom. Those who made public comments are listed under the appropriate Item below.

3. AGENDA REVIEW – There were no requested changes to tonight's Agenda.
4. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA) - NONE
5. REPORT BY DISTRICT MANAGER – NONE
6. CLOSED SESSION – Chair Freeman announced Closed Session at 9:21pm.

- a. Closed Session Pursuant to Government Code Section 54957  
Public Employee Appointment  
Title: District Legal Counsel

Reportable action: There was no reportable action taken by the Board.

7. ADJOURNMENT – Chair Freeman adjourned the meeting from Closed Session at 10:00pm.

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Dan Paranick, District Manager / Clerk

# Rancho Simi Recreation and Park District Board of Directors Special Meeting

## MINUTES

Wednesday, January 25, 2024, 5:30pm

Rancho Simi Recreation and Park District • Activity Room 3  
4201 Guardian Street, Simi Valley, CA 93063 • (805) 584-4400

Information regarding Board Meetings can be found  
on the District Website at [www.rsprd.org](http://www.rsprd.org)

1. CALL TO ORDER – Chair Freeman called the Meeting to Order at 5:30pm.
2. ROLL CALL – Directors Dennert, Gray, O’Brien, Vice Chair Abele, and Chair Freeman were in attendance. Staff in attendance included: Dan Paranick, Theresa Pennington, Alex Stumfall, and Gina Viecco.

Guests attended tonight’s meeting in-person and via Zoom. Those who made public comments are listed under the appropriate Item below.

3. AGENDA REVIEW – There were no requested changes to tonight’s Agenda.
4. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA) – NONE
5. REPORT BY DISTRICT MANAGER – NONE
6. CLOSED SESSION – Chair Freeman announced Closed Session at 5:32pm.

- a. Closed Session Pursuant to Government Code Section 54957  
Public Employee Appointment  
Title: District Legal Counsel

Reportable action: There was no reportable action taken by the Board.

7. ADJOURNMENT – Chair Freeman adjourned the Meeting from Closed Session at 7:04pm.

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Dan Paranick, District Manager / Clerk



## ACCOUNTS PAYABLE CHECK REGISTER

January 1-31, 2024

Prepared by:  
Heather Ramirez

**Rancho Simi Recreation and Park District  
A/P Detail Check Register January 1-31, 2024**

Check Date	Check #	Vendor	Description	Account Description	Amount
1/03/2024	1-213	CALIFORNIA FRANCHISE TAX BOARD	GOLF COURSE SALES TAX	Sales Tax Payable	1,263.30
1/04/2024	105747	ALFONSO CADENA	Cell Phone Reimbursement FT	Utilities Phone/Internet	180.00
1/04/2024	105748	ALLGOOD DRIVING INC	Drivers Ed Instructor	Instructor Fees	30.00
1/04/2024	105749	AMERICAN LEAK DETECTION	GAS LEAK OPCC BLD.	Contract Services Buildings District	830.00
1/04/2024	105750	ARTESIA SAWDUST PRODUCTS	RTCP_fibar	Contract Services Grounds District	4,854.02
1/04/2024	105751	AT & T	COPPER LINES	Utilities Phone/Internet	54.43
1/04/2024	105752	AT & T - U VERSE	RTCP MAINT. BLDG. INTERNET SERVICE	Utilities Phone/Internet	147.00
1/04/2024	105753	AT & T - U VERSE	KNOLLS FIRE STATION INTERNET SERVICE	Utilities Phone/Internet	107.00
1/04/2024	105754	AT & T - U VERSE	WOOD RANCH ELEMENTARY INTERNET SERVICE	Utilities Phone/Internet	74.90
1/04/2024	105755	AT & T - U VERSE	MOUNTAIN VIEW ASC INTERNET SERVICE	Utilities Phone/Internet	181.90
1/04/2024	105756	AT & T CAL NET 3	Phone Service Cal Net 3	Utilities Phone/Internet	152.56
1/04/2024	105757	AT & T- INTERNET	MAE BOYAR ASC INTERNET SERVICE	Utilities Phone/Internet	133.75
1/04/2024	105758	BAY ALARM	Strathearn Repairs Strathearn Repairs	Contract Services Buildings District	64.36
1/04/2024	105759	BLAKE LAPHAM	Cell Phone Reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105760	BMC	SV-Supplies & OP-Supplies	Maintenance - Other Buildings District	616.02
1/04/2024	105761	BRANDY GLASSMAN	Body Conditioning & Strength Training Instructor	Instructor Fees	664.80
1/04/2024	105762	BRIAN REED	Cell Phone Reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105763	BRITTANY WILSON	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105764	CAL STATE SITE SERVICES	SV-Porta Potties & OP-Porta Potties	Contract Services Grounds	1,916.93
1/04/2024	105765	CITY OF SIMI VALLEY - WATER	Water usage	Utilities Water District	44,105.16
1/04/2024	105766	COBRA GOLF INC	SHGC Merchandise	Inventory	2,179.20
1/04/2024	105767	COUNTY OF VENTURA-ENVIROMENTAL HEALTH	RSCP Pool Permit	Pool Equipment/Maintenance District	1,154.46
1/04/2024	105768	DANIELLE JUNE	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105769	DAVE DEMAIO	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105770	DAVID PODSCHUN	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105771	DIY HOME CENTER	SV/OP Supplies	Maintenance - Other Buildings District	428.94
1/04/2024	105772	DOUGLAS DURAN	Reimbursement to Employee	Capital Improvements	313.79
1/04/2024	105773	EDGAR JIMENEZ GUEVARA	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105774	ERIN PIERIK	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105775	FERGUSON ENTERPRISES INC.	SV Elec/Plumb Supplies	Maintenance - Other Buildings District	357.91
1/04/2024	105776	FLORENCIO CEJA	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105777	GOLDEN STATE WATER COMPANY	Water usage	Utilities Water District	621.41
1/04/2024	105778	GOLDEN STATE WATER COMPANY	Water usage	Utilities Water District	229.54
1/04/2024	105779	GOLDEN STATE WATER COMPANY	Water usage	Utilities Water District	1,549.77
1/04/2024	105780	GREATAMERICA LEASING CORP.	Maintenance and Lease of Postage Machine	Office Equipment/Maintenance	198.41
1/04/2024	105781	GREG LARANJO	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105782	IMPERIAL SPRINKLER SUPPLY	SV/OP Irrigation Supplies	Maintenance - Other Grounds District	210.02
1/04/2024	105783	JACK GREENE	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105784	JEANNIE LISS	Cell Phone Reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105785	JEFF HACHE	Cell Phone Reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105786	JUANNEKA COLLIER	Mileage Reimbursement	Education & Travel Expense District	176.85
1/04/2024	105787	KATHRYN HAVEN	Instructor	Instructor Fees	243.00
1/04/2024	105788	LAURA BALLANTONI	Cell phone reimbursement	Utilities Phone/Internet District	180.00
1/04/2024	105789	MARK MAHAFFEY	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105790	MATTHEW MASON	Cell phone reimbursement	Current Encumbrance District	180.00
1/04/2024	105791	MATTHEW WILLIAMSON	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105792	MENDEZ FABRICATION	WELD ALUMINUM ARROYO SIGN REPAIR	Contract Services Buildings District	200.00
1/04/2024	105793	MICHAEL CHEW	Cell Phone Reimbursement	Utilities Phone/Internet	90.00

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Check Date	Check #	Vendor	Description	Account Description	Amount
1/04/2024	105794	MONTEBELLO GLASS & MIRROR CO.	REPLACE 2 GLASS PANELS	Contract Services Buildings District	3,173.38
1/04/2024	105795	MONTEBELLO GLASS & MIRROR CO.	RSSCC DOOR SERVICE REPAIR	Contract Services Buildings District	2,207.46
1/04/2024	105796	NEWSEM AG INC dba GREENE TREE CARE	OP CO1-Tree Trimming	Contract Services Grounds	1,992.50
1/04/2024	105797	NICOLAS GUZMAN	Cell Phone Reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105798	NIKKI DAVY	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105799	ORKIN	SV/OP Pest Control	Contract Services Buildings District	1,175.92
1/04/2024	105800	PAUL WILLIAMS	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105801	PEPPERTREE BUSINESS PARK LLC	Guardian Street Business Park	Professional & Special Services	731.28
1/04/2024	105802	PHILLIP KWIATKOWSKI	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105803	PRECISION PAVEMENT STRIPING	ADD 1 HANDICAP PARKING STALL	Contract Services Grounds	570.00
1/04/2024	105804	PRICE FORD OF SIMI VALLEY	TRUCK#114	Automotive Equipment/Maintenance	100.57
1/04/2024	105805	PRUDENTIAL OVERALL SUPPLY	SV Uniform Services	Supplies - Uniform Allowance District	903.90
1/04/2024	105806	R & R PRODUCTS INC	SPRAYER	Other Equipment/Maintenance	294.95
1/04/2024	105807	RECREONICS	water polo goals	Minor Equipment	2,020.00
1/04/2024	105808	REFRIGERATION SUPPLIES DISTRIBUTOR	SV & OP - Supplies	Maintenance - Other Buildings District	89.80
1/04/2024	105809	REXEL	SV-Electrical Supplies	Maintenance - Other Buildings District	1,571.11
1/04/2024	105810	RICHARD LEMMO	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105811	RILEY MIRACLE	Cell Phone Reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105812	SANDEE COVONE	Cell Phone Reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105813	SANDRA SALUTE	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105814	SHANA MOORE	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105815	SHERWIN-WILLIAMS	SV/OP - Paint & Supplies	Maintenance - Other Buildings District	37.92
1/04/2024	105816	SIMI VALLEY HISTORICAL SOCIETY	Annual Community Grant	Community Grants	26,156.00
1/04/2024	105817	SIMI VALLEY UNIFIED SCHOOL DST	Apollo/Viking Fields-Water	Utilities Water District	2,520.14
1/04/2024	105818	SITESERVER INC	Internet Service for ASC	Utilities Phone/Internet District	745.00
1/04/2024	105819	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric District	1,024.02
1/04/2024	105820	SOUTHERN CALIFORNIA GAS CO	Gas usage	Utilities Gas District	6,922.16
1/04/2024	105821	SPECTRUM BUSINESS	Cable TV / Internet Oak Park	Utilities Phone/Internet OPCC	749.00
1/04/2024	105822	SPECTRUM BUSINESS	Cable TV / Internet RSSCC	Utilities Phone/Internet RSSCC	749.00
1/04/2024	105823	TAMMY SABINE	Instructor	Instructor Fees	189.00
1/04/2024	105824	THERESA PENNINGTON	Cell phone reimbursement	Utilities Phone/Internet	180.00
1/04/2024	105825	TIM PRUETT	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105826	TRICIA FREDERICH[VOID] \$87.32	Reimbursement	Supplies Preschool District	-
1/04/2024	105827	US BANK-CAL CARD	District Cal-Card purchases	Special Department Expense	67,626.79
1/04/2024	105828	WALTER ANDREWS	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105829	WALTERS WHOLESALE ELECTRIC	SV-Electrical Supplies	Maintenance - Other Buildings District	732.38
1/04/2024	105830	WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Lease	Rents & Leases - Equipment District	386.10
1/04/2024	105831	WEST COAST ARBORIST	SV Tree Pruning	Contract Services Grounds District	8,973.00
1/04/2024	105832	WILLIAM MURILLO	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/04/2024	105833	ZACH MILLER	Cell phone reimbursement	Utilities Phone/Internet District	180.00
1/04/2024	105834	ZEN FLORES	Cell phone reimbursement	Utilities Phone/Internet District	180.00
1/04/2024	1-206A	SHGC	Change fund disbursement- shipped 01/04/24	Petty Cash	3,000.00
1/05/2024	1-212B	US BANK-BANKING	LAIF Deposit	LAIF	1,000,000.00
1/08/2024	1-214	SHELL PAYMENT CENTER	DISTRICT GAS PURCHASES	Supplies - Gasoline, Oil Fleet District	13,259.14
1/08/2024	1-215	ITS- INTEGRATED TELEMAGEMENT SERVICES	PHONE SERVICE	Utilities Phone/Internet	1,590.99
1/11/2024	105835	777 CLEANERS & LAUNDRY	Ranger Uniform Cleaning Service	Supplies - Uniform Allowance	123.00
1/11/2024	105836	ACCU FUND	Accounting Software	Office Equipment/Maintenance	40.00
1/11/2024	105837	AT & T - U VERSE	GARDEN GROVE ASC INTERNET SERVICE	Utilities Phone/Internet	85.60
1/11/2024	105838	AT & T - U VERSE	STRATHEARN INTERNET SERVICE	Utilities Phone/Internet	117.70
1/11/2024	105839	AT & T CAL NET 3	INTERNET FIBER CONNECTION	Utilities Phone/Internet	838.74

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1/11/2024	105840	AT & T CAL NET 3	Phone Service Cal Net 3	Utilities Phone/Internet	61.18
1/11/2024	105841	BREAKTHROUGH SPORTS LLC	Basketball Instructor	Instructor Fees	971.25
1/11/2024	105842	BRINKS INC	Weekly deposit pick up	Bank/Credit Card Fees	930.69
1/11/2024	105843	CALLAWAY GOLF COMPANY	Golf Merchandise	Inventory Shipping/Freight	273.36
1/11/2024	105844	COPQUEST[VOID] \$64.11	Ranger uniform supplies	Supplies - Ranger	-
1/11/2024	105845	CUSTOMER REFUND - BLUE RIDGE ACADEMY	Refund for 3 students	Refunds Payable	33.00
1/11/2024	105846	CUSTOMER REFUND - iLead Schools Development	Refund for 1 student	Refunds Payable	42.86
1/11/2024	105847	DELTA ELEVATOR	Activity Ctr Service	Contract Services Buildings District	249.55
1/11/2024	105848	DONOVAN DOWNEY	Reimbursement	Supplies- Food/snack Movie Night	274.94
1/11/2024	105849	ENGRAVING WIZARD	Employee Plaques and Trophies	Professional & Special Services	129.77
1/11/2024	105850	FIRST FIRE SYSTEMS INC	SV & OPCC-Fire Insp & Repairs	Contract Services Buildings District	495.00
1/11/2024	105851	FRED BAUERMEISTER PHOTOGRAPHY	2023 Employee of the Year Photos	Professional & Special Services	177.27
1/11/2024	105852	LINDA WHEELER-G2 PHOTO IMAGES	Youth Basketball Photos	Supplies Basketball Youth League	1,507.00
1/11/2024	105853	PAUL GARRON	Tennis Instructor	Instructor Fees	1,846.99
1/11/2024	105854	GARY GOSSETT	Pickleball Instructor	Instructor Fees	4,220.00
1/11/2024	105855	LORI GILDOW	Total Tech Instructor	Instructor Fees	147.00
1/11/2024	105856	IRENE SILBERT	SAC Theatre Instructor	Instructor Fees	1,425.00
1/11/2024	105857	JANICE CARNAHAN	Line Dance Instructor	Instructor Fees	2,275.20
1/11/2024	105858	JENNIFER DEVINE	Art Instructor Art Instructor	Instructor Fees	745.00
1/11/2024	105859	JENNIFER WOOD	Zumba Instructor	Instructor Fees	912.80
1/11/2024	105860	JONES & MADHAVAN	RSCP_POOL_DECK	Capital Improvements	2,500.00
1/11/2024	105861	JOSEPH KASTELIC JR.	Jazzercise Instructor	Instructor Fees	280.00
1/11/2024	105862	LOS ROBLES CHILDREN'S CHOIR INC	Apprentice Choir Instructor	Instructor Fees	831.60
1/11/2024	105863	MICHAEL MUNRO	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/11/2024	105864	NICOLE LEWIN	Yoga Instructor	Instructor Fees	1,113.00
1/11/2024	105865	PIPE DREAMS PLUMBING	Golf Clubhouse Plumbing Repair	Contract Services Buildings	1,360.00
1/11/2024	105866	PRUDENTIAL OVERALL SUPPLY	SV Uniform Services	Supplies - Uniform Allowance District	474.01
1/11/2024	105867	READY REFRESH	Drinking Water for Activity Center	Supplies District	445.10
1/11/2024	105868	SHERWIN-WILLIAMS	SV/OP - Paint & Supplies	Maintenance - Other Buildings District	45.41
1/11/2024	105869	SIMI VALLEY UNIFIED SCHOOL DST	Apollo/Viking Fields-Water	Utilities Water District	5,766.23
1/11/2024	105870	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric District	20,803.31
1/11/2024	105871	SOUTHERN CALIFORNIA GAS CO	Gas usage	Utilities Gas District	2,244.76
1/11/2024	105872	STAPLES BUSINESS CREDIT	Office Supplies	Supplies - Office	1,869.78
1/11/2024	105873	TITLEIST	SHGC Golf Merchandise	Inventory	1,010.23
1/11/2024	105874	TUSHITA KADAMPA BUDDHIST CENTER	Meditation Instructor	Instructor Fees	216.00
1/11/2024	105875	WASTE MANAGEMENT	Refuse Disposal	Refuse Disposal	13,633.19
1/11/2024	105876	WESTLAND CIVIL INC	CONST_STAKING_ASG4	Arroyo Simi Phase 4 Construction	6,370.00
1/11/2024	1-206B	SHGC	Change fund disbursement- shipped 01/11/24	Petty Cash	3,500.00
1/12/2024	1-210	US BANK-BANKING	NSF-M. Tabares CK# 426	Non Sufficient Fund Checks	259.00
1/17/2024	1-209	FRANCO POSTALIA	Postage purchase- downloaded 1/17/24	Postage & Express Mail	2,000.00
1/18/2024	105877	JOSEPH ACEVES	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/18/2024	105878	ALEXANDER BUICK GMC OF SIMI VALLEY	TRUCK#91,#129	Automotive Equipment/Maintenance	839.11
1/18/2024	105879	AT & T - U VERSE	Berylwood Internet Service	Utilities Phone/Internet	96.30
1/18/2024	105880	AT & T CAL NET 3	District Phone Line	Utilities Phone/Internet	2,129.77
1/18/2024	105881	BURKE WILLIAMS & SORENSON	Legal Services	Professional & Special Services	32,023.80
1/18/2024	105882	CAL STATE SITE SERVICES	SV-Porta Potties	Contract Services Grounds District	201.91
1/18/2024	105883	CITY OF SIMI VALLEY - WATER	Water usage	Utilities Water District	86,201.93
1/18/2024	105884	CITY OF SIMI VALLEY-SANITATION	Sewer usage	Utilities Sewer District	589.14
1/18/2024	105885	COBRA GOLF INC	SHGC Merchandise	Inventory	35.20
1/18/2024	105886	EILEEN COHEN	Strength Building Instructor	Instructor Fees	231.00

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Check Date	Check #	Vendor	Description	Account Description	Amount
1/18/2024	105887	COMPUTERWORKS NFP SOLUTIONS	Computer Support	Professional & Special Services	75.00
1/18/2024	105888	DIY HOME CENTER	SV/OP Supplies	Maintenance - Other Grounds District	328.86
1/18/2024	105889	NICK ELDRIDGE	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/18/2024	105890	RICK FIELDS-RLF PUBLISHING	Spring 2024 Activity Guide	Marketing	9,610.00
1/18/2024	105891	FULLER ENGINEERING INC	SV/OP-Pool/Water Supplies	Pool Equipment/Maintenance District	1,766.59
1/18/2024	105892	GOLDEN STATE WATER COMPANY	Water usage	Utilities Water District	1,241.88
1/18/2024	105893	MARTIN GONZALEZ	Guitar Instructor	Instructor Fees	28.00
1/18/2024	105894	JIM'S TIRE CENTER	SV - Auto Supplies	Automotive Equipment/Maintenance	380.75
1/18/2024	105895	LORI KAUFMAN	Yoga Instructor	Instructor Fees	234.00
1/18/2024	105896	KNORR SYSTEMS INC	Pool Vacuum	Pool Equipment/Maintenance District	1,404.13
1/18/2024	105897	LISTER RENTS[VOID] \$321.62	SV/OP Concrete	Maintenance - Other Buildings District	-
1/18/2024	105898	DANIELA LUEERO-CHARLIE'S CUSTOM	REDO HEADLINER & SUN VISORS	Automotive Equipment/Maintenance Buildings	1,445.00
1/18/2024	105899	EION MARTIN	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/18/2024	105900	MIZUNO USA INC	SHGC Golf Clubs	Inventory	500.00
1/18/2024	105901	PACIFIC TENNIS COURTS INC	Deerhill and Eagle View Park	Maintenance - Other Grounds District	8,700.00
1/18/2024	105902	PRO JANSAN	Poopy_pouches Poopy_pouches	Maintenance - Other Grounds District	4,900.00
1/18/2024	105903	PRUDENTIAL OVERALL SUPPLY	OCCP-Uniform Rentals	Supplies - Uniform Allowance District	924.25
1/18/2024	105904	PUKKA INC	Golf Shop Merchandise	Inventory Shipping/Freight	1,832.40
1/18/2024	105905	REFRIGERATION SUPPLIES DISTRIBUTOR	SV & OP - Supplies	Maintenance - Other Buildings	329.15
1/18/2024	105906	SESAC INC.	Music License	Professional & Special Services	2,749.00
1/18/2024	105907	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric District	8,100.98
1/18/2024	105908	SOUTHERN CALIFORNIA EDISON	Electricity usage	Utilities Electric District	19,459.42
1/18/2024	105909	SPECTRUM ENTERPRISES	Fiber Internet SHGC	Utilities Phone/Internet	370.99
1/18/2024	105910	STOTZ EQUIPMENT	SHGC Equipment Maintenance	Other Equipment/Maintenance	686.22
1/18/2024	105911	BLAKE SULLIVAN	Cell Phone Reimbursement	Utilities Phone/Internet	90.00
1/18/2024	105912	TAYLOR MADE GOLF COMPANY INC.	Golf Shop Merchandise	Inventory	2,374.44
1/18/2024	105913	TITLEIST	SHGC Golf Merchandise	Inventory	4,865.95
1/18/2024	105914	TRIUNFO WATER & SANITATION DISTRICT	Water usage	Utilities Water District	17,851.08
1/18/2024	105915	TURF STAR-WESTERN	Golf Equipment Repairs	Other Equipment/Maintenance	4,660.15
1/18/2024	105916	VENTURA COUNTY STAR	PMO-Legal Notices	Publications & Legal Notices District	1,758.82
1/18/2024	105917	VERIZON WIRELESS	Cell/Radio Service	Utilities Phone/Internet	2,254.76
1/18/2024	105918	WESTERN NRG INC	Computer Support	Professional & Special Services	735.76
1/18/2024	105919	CLARENCE WETZEL-A-1 LOCK & SAFE	Locksmith	Maintenance - Other Buildings District	125.00
1/18/2024	105920	WILDLIFE MANAGEMENT PROFESSIONALS	Gopher Service at SHGC	Contract Services Grounds	475.00
1/18/2024	105921	XEROX FINANCIAL SERVICES	Copier lease	Rents & Leases - Equipment	393.02
1/18/2024	1-206C	SHGC	Change fund disbursement- shipped 01/18/24	Petty Cash	3,000.00
1/19/2024	105922	A & R CARPET CARE	STRIP & REWAX FLOORS	Contract Services Buildings District	7,031.00
1/25/2024	105923	AMERICAN RED CROSS	Certifications - CPR/Safety/Lifeguard	Education & Travel Expense District	358.40
1/25/2024	105924	AT & T - U VERSE	Senior Center Internet Service	Utilities Phone/Internet	149.80
1/25/2024	105925	AT & T - U VERSE	SHGC Maint. Bldg. Internet Service	Utilities Phone/Internet	171.20
1/25/2024	105926	AT & T - U VERSE	RSCP Maint. Internet Service	Utilities Phone/Internet	96.30
1/25/2024	105927	AT & T - U VERSE	Valley View ASC Mobile Hotspot	Utilities Phone/Internet	25.71
1/25/2024	105928	BMI PAC WEST	HVAC SYSTEM	Contract Services Buildings District	1,298.52
1/25/2024	105929	CAL-COAST MACHINERY	TRACTOR #451	Other Equipment/Maintenance	136.57
1/25/2024	105930	CEDAR VALLEY PLUMBING SUPPLY	PLUMBING PARTS	Maintenance - Other Buildings	8.76
1/25/2024	105931	CUSTOMER REFUND - MARIA ALEXIS PEDRO	Refund- Cleaning & Damage Deposit	Refunds Payable	300.00
1/25/2024	105932	CUSTOMER REFUND - OSCAR MARTINEZ	Refund- Cleaning & Damage Deposit	Refunds Payable	500.00
1/25/2024	105933	DEX COMM	After Hours Answering Service	Utilities Phone/Internet	163.70
1/25/2024	105934	HOLLY DIPOMA-A 5678 DANCE	Dance Instructor	Instructor Fees	2,736.00
1/25/2024	105935	DUNN-EDWARDS CORP	SV/OP - Paint & Supplies	Maintenance - Other Buildings District	757.92

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1/25/2024	105936	ENVICOM CORPORATION	MEDEA CREEK ENVIRONMENTAL	Disaster Expense- Insured	2,144.98
1/25/2024	105937	FAST UNDERCAR	TRUCK#23,#98	Automotive Equipment/Maintenance	698.12
1/25/2024	105938	GEORGETTE FOUCHAUX	Watercolor & Drawing Instructor	Instructor Fees	1,690.50
1/25/2024	105939	PAUL GARRON	Tennis Instructor Tennis Instructor	Instructor Fees	7,003.65
1/25/2024	105940	GOLDEN WEST INDUSTRIAL SUPPLY	RAIN CLOTHING, SAFETY BARRICADE FENCING	Supplies - Clothing & Safety Buildings District	1,511.73
1/25/2024	105941	MARTIN GONZALEZ	Guitar Instructor	Instructor Fees	294.00
1/25/2024	105942	GORIAN AND ASSOCIATES	ASG-4_COMPACTIION	Grants- Arroyo Simi Phase 4 Construction	1,345.00
1/25/2024	105943	HARLEY'S VALLEY BOWL	Alt Rec Bowling Program	Trip/Transportation Fees	872.00
1/25/2024	105944	KATHRYN HAVEN	Fitness Instructor	Instructor Fees	108.00
1/25/2024	105945	HOUSE SANITARY SUPPLY INC	SV/OP Custodial Supplies	Supplies - Custodial District	1,811.04
1/25/2024	105946	LORI KAUFMAN - Yoga Instructor	Yoga Instructor	Instructor Fees	21.60
1/25/2024	105947	KIMIKO KUWAMOTO	Tai Chi Instructor	Instructor Fees	37.80
1/25/2024	105948	WILLOW MOYER-POKROSS	Learning Lab Instructor	Instructor Fees	1,851.00
1/25/2024	105949	NAPA AUTO PARTS	SV Parts & Supplies	Automotive Equipment/Maintenance	1,219.73
1/25/2024	105950	O'REILLY AUTO PARTS	SV/OP Auto Maintenance	Automotive Equipment/Maintenance	899.07
1/25/2024	105951	ORKIN	SV/OP Pest Control	Contract Services Buildings District	1,587.89
1/25/2024	105952	PACIFIC TENNIS COURTS INC	Indian Springs Park	Deferred Maintenance	11,000.00
1/25/2024	105953	PAPER RECYCLING & SHREDDING	Shred Service	Contract Services	176.00
1/25/2024	105954	PEACH HILL SOILS	Knolls_fibar	Contract Services	1,040.33
1/25/2024	105955	TRICIA POTTER	Reimbursement	Supplies Preschool District	87.32
1/25/2024	105956	PREMIER PROPERTY PRESERVATION LLC	OP - Cleaning	Contract Services Buildings District	5,675.00
1/25/2024	105957	PRICE FORD OF SIMI VALLEY	TRUCK#115,117	Automotive Equipment/Maintenance	1,182.60
1/25/2024	105958	PRUDENTIAL OVERALL SUPPLY	SV Uniform Services	Supplies - Uniform Allowance District	706.67
1/25/2024	105959	SCOTT AERATOR CO. LLC	REPLACEMENT AERATOR FOR RSCP POND	Maintenance - Other Buildings District	1,301.90
1/25/2024	105960	SHERWIN-WILLIAMS	SV/OP - Paint & Supplies	Maintenance - Other Buildings District	27.89
1/25/2024	105961	KATIE SHINDEN-KINDERMUSIK WITH KATIE	Tot Music Instructor	Instructor Fees	343.00
1/25/2024	105962	SPECTRUM ENTERPRISES	Fiber Internet SHGC	Utilities Phone/Internet	599.00
1/25/2024	105963	STATE WATER RESOURCES CONTROL BOARD	OCCP Lagoon - Annual Permit Fee	Special Department Expense	2,509.00
1/25/2024	105964	TURF STAR - WESTERN	TORO MOWER SV	Other Equipment/Maintenance Buildings	6,418.09
1/25/2024	105965	VENTURA DJ'S	Monthly DJ Services Alt Rec Dance	Professional Services	200.00
1/25/2024	105966	WELLS FARGO VENDOR FINANCIAL SERVICES	Copier Lease	Rents & Leases - Equipment District	386.10
1/25/2024	105967	WESTLAND CIVIL INC	CONST_STAKING_ASG4	Arroyo Simi Phase 4 Construction	5,197.50
1/25/2024	105968	CLARENCE WETZEL-A-1 LOCK & SAFE	Locksmith	Maintenance - Other Buildings District	153.85
1/25/2024	105969	YAMAHA MOTOR CORP	SHGC carts lease	Rents & Leases - Equipment	10,709.84
1/25/2024	105970	YOUTH EVOLUTION ACTIVITES	Soccer Instructor	Instructor Fees	1,837.50
1/25/2024	105971	JODY ZIESKA	Get Moving Fitness Instructor	Instructor Fees	478.80
1/25/2024	105972	JENNY ZIMMER	Lemon Preschool Employee Reimb	Supplies Preschool District	569.40
1/29/2024	105973	AT & T - U VERSE	Sinaloa Teen Club Internet Service	Utilities Phone/Internet	107.00
1/29/2024	105974	AT & T - U VERSE	Township ASC Internet Service	Utilities Phone/Internet	117.70
1/29/2024	105975	AT & T - U VERSE	Wood Ranch Elementary Internet Service	Utilities Phone/Internet	74.90
1/29/2024	105976	AT & T - U VERSE	RSCP Internet Service	Utilities Phone/Internet	101.65
1/29/2024	105977	AT & T - U VERSE	Mountain View ASC Internet Service	Utilities Phone/Internet	181.90
1/29/2024	105978	AT & T - U VERSE	Crestview ASC Internet Service	Utilities Phone/Internet	160.50
1/29/2024	105979	AT & T CAL NET 3	PHONE SERVICE 1262 CYPRESS ST	Utilities Phone/Internet	29.36
1/29/2024	105980	AT & T- INTERNET	Mae Boyar ASC Internet Service	Utilities Phone/Internet	133.75
1/29/2024	105981	HOME DEPOT CREDIT SERVICES	SV Hardware/Supplies	Maintenance - Other Buildings District	4,250.11
1/29/2024	105982	STATE BOARD OF EQUALIZATION	2023 Use Fuel Tax (propane)	Supplies - Gasoline, Oil Fleet District	19.34
1/30/2024	105983	DANIEL ALVAREZ-EMPIRE PRODUCTION	Country Charm Family Formal Dance	Professional Services	350.00
				Total:	1,619,640.21



4201 Guardian St., Simi Valley, CA 93063 - (805) 584-4400

## PAYROLL CHECK REGISTER – 01/12/2024

Presented to the Board of Directors

Prepared by:

Tracy Heminuk



**ADP Check Register - PR 01/26/24**

<b>Job Title Description</b>	<b>NetPay</b>	<b>AutoDep</b>	<b>File #</b>
Accountant	6,329.26	0.00	159884
Accountant-Payroll	0.00	2,858.97	103555
Accounting Specialist	0.00	1,984.67	197655
Administrative Assistant IV	0.00	821.03	100957
Administrative Assistant IV	0.00	324.56	160069
Administrative Assistant V	0.00	747.02	103279
Administrative Assistant VI	0.00	935.90	255843
Administrative Assistant VI	0.00	0.00	107074
Administrative Assistant VI	0.00	511.46	109024
Administrative Secretary	0.00	2,170.36	101779
Administrative Secretary	0.00	2,136.09	105660
Administrative Specialist	0.00	1,864.56	197643
Assistant Director	0.00	677.53	160006
Assistant Director	0.00	997.64	255829
Assistant Golf Course Superintendent	0.00	2,194.66	101232
Assistant Golf Course Superintendent	0.00	1,356.07	255747
Assistant Pool Manager	0.00	543.82	255765
Assistant Pool Manager	0.00	919.03	197729
Assistant Pool Manager	0.00	477.14	255776
Assistant Pool Manager	0.00	486.13	197724
Assistant Site Director	0.00	774.58	197796
Assistant Site Director	0.00	493.00	197750
Assistant Site Director	0.00	342.22	255825
Assistant Site Director	0.00	313.27	197666
Assistant Site Director	0.00	429.34	197621
Assistant Site Director	0.00	779.31	197601
Assistant Site Director	0.00	804.08	160334
Bldgs. Maint. Worker II - Cust	0.00	2,467.29	103181
Bldgs. Maint. Worker II - Cust	0.00	2,626.89	104685
Bldgs. Maint. Worker II - Mech	0.00	2,004.91	108393
Bldgs. Specialist - Electrician	0.00	2,322.13	160026
Bldgs. Specialist - Mechanic	0.00	2,927.84	107332
Bldgs. Specialist - Utility	0.00	2,626.06	159926
Bldgs. Specialist - Utility	0.00	2,608.25	103556
Bldgs. Specialist - Utility	0.00	1,918.86	105838
Board of Director	0.00	461.75	160067
Board of Director	0.00	15.40	197714
Board of Director	0.00	461.75	106240
Buildings Maintenance Worker I	0.00	1,964.86	100921
Buildings Maintenance Worker I	0.00	2,208.94	160120
Buildings Maintenance Worker II	0.00	2,498.71	164645
Buildings Specialist - Pools & Water Features	0.00	1,880.48	170001
Computer Support Specialist	0.00	2,654.94	101054
Crew Leader	0.00	2,073.01	100864
Crew Leader	0.00	1,947.00	101292
Crew Leader	0.00	2,672.39	101805

**ADP Check Register - PR 01/26/24**

<b>Job Title Description</b>	<b>NetPay</b>	<b>AutoDep</b>	<b>File #</b>
Crew Leader	0.00	2,098.67	105217
Crew Leader	0.00	2,605.08	105445
Crew Leader	0.00	2,104.04	107478
Crew Leader - Heavy Equipment	0.00	1,629.85	108379
Crew Leader - Irrigation	0.00	2,377.27	159977
Crew Leader-Buildings Maint.	2,499.69	0.00	103430
Customer Service Representative	0.00	2,022.96	106354
Customer Service Representative	0.00	2,051.16	108198
Director of Administration	0.00	4,292.68	106987
Director of Planning & Maintenance	0.00	4,186.65	105972
Director of Recreation	0.00	4,204.81	197748
District Manager	0.00	6,228.53	160284
Executive Assistant	0.00	2,331.59	170010
Golf Assistant I	0.00	332.46	197691
Golf Assistant I	0.00	667.83	255853
Golf Assistant I	0.00	520.47	197784
Golf Assistant I	0.00	586.48	197820
Golf Assistant I	0.00	530.49	197787
Golf Assistant I	0.00	406.34	255988
Golf Assistant I	0.00	395.25	255849
Golf Assistant I	0.00	878.08	255956
Golf Assistant I	0.00	258.58	255806
Golf Assistant I	0.00	225.33	255996
Golf Assistant I	0.00	428.50	255877
Golf Assistant I	0.00	419.62	255827
Golf Assistant I	0.00	703.10	255950
Golf Assistant II	0.00	552.16	197649
Golf Assistant II	0.00	412.11	101300
Golf Assistant II	0.00	1,050.48	255870
Golf Assistant II	0.00	320.01	010288
Golf Assistant II	0.00	329.69	197799
Golf Assistant II	0.00	188.39	197792
Golf Assistant II	0.00	400.33	255991
Golf Assistant II	0.00	164.84	255975
Golf Assistant II	0.00	455.28	160217
Golf Assistant II	0.00	544.78	255999
Golf Assistant II	0.00	715.72	255997
Golf Assistant II	0.00	654.40	255989
Golf Course Assistant	0.00	350.93	255899
Golf Course Manager - Head Gol	0.00	3,837.70	107370
Golf Professional	0.00	1,028.73	160118
Golf Professional	0.00	1,274.40	255881
Golf Professional	0.00	676.29	109443
Golf Specialist	0.00	1,027.62	159929
Groundskeeper I	0.00	1,910.85	255757
Groundskeeper I	0.00	82.02	159885

**ADP Check Register - PR 01/26/24**

<b>Job Title Description</b>	<b>NetPay</b>	<b>AutoDep</b>	<b>File #</b>
Groundskeeper I	0.00	1,846.86	159944
Groundskeeper I	0.00	1,412.46	197651
Groundskeeper I	0.00	1,385.01	159874
Groundskeeper I	0.00	2,288.24	197653
Groundskeeper I	0.00	1,828.44	197647
Groundskeeper I	0.00	1,984.06	160126
Groundskeeper I	0.00	1,546.56	255832
Groundskeeper I	0.00	1,984.06	105163
Groundskeeper I	0.00	2,245.18	159871
Groundskeeper I	0.00	1,966.44	197652
Groundskeeper I	0.00	1,930.66	105499
Groundskeeper I	0.00	184.70	105485
Groundskeeper I	0.00	2,112.31	105493
Groundskeeper I	0.00	1,690.19	159914
Groundskeeper I	0.00	1,631.85	197642
Groundskeeper II	0.00	2,629.27	100389
Groundskeeper II	0.00	1,945.88	101319
Groundskeeper II	0.00	2,344.73	101343
Groundskeeper II	0.00	2,422.72	105839
Groundskeeper II	0.00	2,192.72	106450
Groundskeeper II	0.00	2,577.75	107837
Groundskeeper II	0.00	2,197.39	109223
Head Golf Pro	0.00	3,028.15	197755
Human Resources Coordinator	0.00	2,752.64	170000
Landscape Designer	0.00	2,669.01	101970
Landscape Designer	0.00	2,863.47	102592
Landscape Designer	0.00	2,261.36	160071
Lifeguard	0.00	443.51	255931
Lifeguard	0.00	256.36	255771
Lifeguard	0.00	224.32	255778
Lifeguard	0.00	156.99	255906
Lifeguard	0.00	616.13	255800
Lifeguard	0.00	257.63	255774
Lifeguard	0.00	353.23	255901
Lifeguard	0.00	0.00	255936
Lifeguard	0.00	474.91	255903
Lifeguard	0.00	176.25	255779
Lifeguard	0.00	251.20	255889
Lifeguard	0.00	47.10	255951
Lifeguard	0.00	62.79	255884
Lifeguard	0.00	777.79	255799
Lifeguard	0.00	172.70	255905
Maintenance Worker III - PT	0.00	652.24	255851
Maintenance Worker III - PT	0.00	486.69	255913
Maintenance Worker III - PT	0.00	560.79	255958
Maintenance Worker III - PT	0.00	984.18	107180

**ADP Check Register - PR 01/26/24**

<b>Job Title Description</b>	<b>NetPay</b>	<b>AutoDep</b>	<b>File #</b>
Maintenance Worker III - PT	0.00	51.02	255969
Maintenance Worker IV - PT	0.00	817.09	255809
Maintenance Worker IV - PT	0.00	1,287.94	255830
Maintenance Worker IV - PT	0.00	309.39	197662
Maintenance Worker IV - PT	0.00	408.37	101131
Maintenance Worker IV - PT	751.68	0.00	197814
Maintenance Worker IV - PT	0.00	1,058.31	255822
Maintenance Worker IV - PT	0.00	325.20	101339
Maintenance Worker IV - PT	0.00	701.57	197813
Maintenance Worker IV - PT	0.00	848.64	255861
Maintenance Worker IV - PT	0.00	57.46	159946
Maintenance Worker IV - PT	0.00	1,114.76	255912
Maintenance Worker IV - PT	0.00	1,692.47	160155
Maintenance Worker IV - PT	0.00	1,186.62	255895
Maintenance Worker IV - PT	0.00	790.26	197826
Maintenance Worker IV - PT	0.00	66.66	255952
Maintenance Worker IV - PT	0.00	1,357.72	105438
Maintenance Worker IV - PT	0.00	670.69	255946
Maintenance Worker IV - PT	0.00	1,065.33	105679
Maintenance Worker IV - PT	0.00	1,200.61	105897
Maintenance Worker IV - PT	0.00	872.73	160244
Maintenance Worker IV - PT	0.00	985.78	197702
Maintenance Worker IV - PT	0.00	1,084.34	160262
Maintenance Worker IV - PT	0.00	790.66	157091
Maintenance Worker IV - PT	0.00	945.54	255850
Maintenance Worker IV - PT	0.00	887.79	197762
Maintenance Worker IV - PT	0.00	736.87	255879
Maintenance Worker IV - PT	0.00	1,037.97	255893
Maintenance Worker IV - PT	0.00	539.95	255961
Maintenance Worker IV - PT	0.00	1,064.08	159876
Maintenance Worker V	0.00	889.12	255844
Marketing & Community Outreach	0.00	2,921.29	105212
Mechanic - Golf Courses	0.00	1,842.16	103331
Mechanic - Golf Courses	0.00	274.99	160135
Museum Director	0.00	0.00	255965
Park Ranger	0.00	2,073.39	197654
Park Ranger	0.00	1,795.41	197656
Park Ranger II	0.00	494.78	160296
Park Ranger II	0.00	678.75	197577
Park Ranger II	0.00	389.99	197756
Park Ranger II	0.00	466.85	160294
Park Ranger II	0.00	0.00	197566
Part-time Computer Technician	0.00	471.29	160332
Part-time Recreation Coordinat	0.00	262.81	104824
Pool Manager	0.00	213.40	197736
Pool Manager	0.00	761.32	197590

**ADP Check Register - PR 01/26/24**

<b>Job Title Description</b>	<b>NetPay</b>	<b>AutoDep</b>	<b>File #</b>
Rec Attendant	0.00	29.56	197731
Rec Attendant	0.00	51.72	255878
Rec Attendant	0.00	73.88	255876
Rec Attendant	0.00	37.87	109033
Rec Attendant	0.00	0.00	255898
Recreation Aide	0.00	655.01	255945
Recreation Aide	0.00	546.72	255943
Recreation Aide	0.00	262.27	255957
Recreation Aide	0.00	354.62	255995
Recreation Aide	0.00	59.10	255982
Recreation Aide	0.00	502.38	255882
Recreation Aide	0.00	617.16	255923
Recreation Aide	0.00	84.97	255981
Recreation Aide	0.00	265.96	255836
Recreation Aide	0.00	197.65	255857
Recreation Aide	0.00	358.31	255942
Recreation Aide	0.00	236.42	255979
Recreation Aide	0.00	443.28	255960
Recreation Aide	0.00	355.92	255917
Recreation Aide	0.00	454.37	255916
Recreation Aide	0.00	51.72	255914
Recreation Aide	0.00	325.63	255868
Recreation Aide	0.00	339.84	255980
Recreation Aide	0.00	664.61	255992
Recreation Aide	0.00	699.33	255891
Recreation Aide	0.00	340.77	255894
Recreation Aide	0.00	617.16	255897
Recreation Assistant	0.00	1,501.47	197644
Recreation Coordinator	0.00	1,947.72	110802
Recreation Coordinator	0.00	2,310.87	255846
Recreation Coordinator	0.00	566.87	160124
Recreation Coordinator	0.00	2,403.81	105146
Recreation Coordinator	0.00	136.53	155207
Recreation Coordinator	0.00	2,112.34	105277
Recreation Coordinator	0.00	2,306.83	205815
Recreation Coordinator	0.00	2,254.54	255786
Recreation Coordinator	0.00	2,572.88	197834
Recreation Counselor	0.00	639.53	220000
Recreation Counselor	0.00	676.96	197806
Recreation Counselor	0.00	278.00	197610
Recreation Counselor	0.00	427.81	255978
Recreation Counselor	0.00	695.28	255954
Recreation Counselor	0.00	620.35	255955
Recreation Counselor	0.00	0.00	197810
Recreation Counselor	0.00	574.13	255953
Recreation Counselor	0.00	368.94	256000

**ADP Check Register - PR 01/26/24**

<b>Job Title Description</b>	<b>NetPay</b>	<b>AutoDep</b>	<b>File #</b>
Recreation Counselor	0.00	510.23	255990
Recreation Counselor	0.00	584.80	255869
Recreation Counselor	0.00	408.19	255962
Recreation Counselor	0.00	440.63	255847
Recreation Counselor	0.00	47.10	255984
Recreation Counselor	0.00	691.87	255974
Recreation Counselor	0.00	380.71	255972
Recreation Counselor	0.00	0.00	255752
Recreation Counselor	0.00	560.14	255944
Recreation Counselor	0.00	616.13	255755
Recreation Counselor	0.00	599.08	197833
Recreation Counselor	0.00	655.21	197768
Recreation Counselor	0.00	280.40	255826
Recreation Counselor	0.00	731.92	160141
Recreation Counselor	0.00	678.71	197751
Recreation Counselor	0.00	549.64	255941
Recreation Counselor	0.00	661.67	255976
Recreation Counselor	0.00	321.84	255922
Recreation Counselor	0.00	772.93	197770
Recreation Counselor	0.00	298.29	255924
Recreation Counselor	0.00	0.00	197818
Recreation Counselor	0.00	420.60	255859
Recreation Counselor	0.00	752.59	255855
Recreation Counselor	0.00	282.59	197752
Recreation Counselor	0.00	595.13	255977
Recreation Counselor	0.00	566.38	159850
Recreation Counselor	0.00	574.09	255761
Recreation Counselor	0.00	602.89	197823
Recreation Counselor	0.00	435.66	255927
Recreation Counselor	0.00	240.34	255833
Recreation Counselor	0.00	627.44	255860
Recreation Counselor	0.00	760.39	255871
Recreation Counselor	0.00	613.44	255828
Recreation Counselor	0.00	578.59	159966
Recreation Counselor	0.00	396.42	255959
Recreation Counselor	0.00	725.86	197712
Recreation Counselor	0.00	578.59	160073
Recreation Counselor	0.00	763.41	255947
Recreation Counselor	0.00	560.14	255966
Recreation Counselor	0.00	595.60	255835
Recreation Counselor	0.00	96.14	255837
Recreation Counselor	0.00	658.70	160140
Recreation Counselor	0.00	644.13	255805
Recreation Counselor	0.00	657.81	197779
Recreation Counselor	0.00	188.39	255909
Recreation Counselor	0.00	486.69	255949

**ADP Check Register - PR 01/26/24**

<b>Job Title Description</b>	<b>NetPay</b>	<b>AutoDep</b>	<b>File #</b>
Recreation Program Specialsit	0.00	2,416.48	108439
Recreation Program Specialsit	0.00	1,850.92	103733
Recreation Program Specialsit	0.00	2,275.41	197650
Recreation Specialist II - PT	0.00	646.89	255930
Recreation Supervisor II	0.00	2,807.47	100797
Recreation Supervisor II	0.00	3,086.81	104769
Recreation Supervisor II	0.00	2,796.88	255842
Senior Management Analyst	0.00	3,821.14	255751
Site Director	0.00	388.56	108070
Site Director	0.00	892.82	255845
Site Director	0.00	986.30	103435
Site Director	0.00	1,376.80	153736
Site Director	0.00	0.00	197767
Site Director	0.00	1,033.22	160200
Site Director	0.00	1,115.13	197819
Site Director	0.00	926.48	255823
Site Director	0.00	848.09	160149
Site Director	0.00	805.70	107889
Specialist Instructor	0.00	2,577.92	104826
Specialist Instructor	0.00	32.57	109875
Sr. Maint. Supv. - Bldgs.	0.00	2,752.97	105666
Sr. Maint. Supv. - Grounds	0.00	3,890.07	102935
Sr. Maint. Supv. - Grounds	0.00	0.00	105042
Sr. Maint. Supv. - Grounds	0.00	3,108.66	105780
Sr. Maintenance Supervisor - S	0.00	3,209.46	103371
Sr. Park Ranger	0.00	2,645.64	197565
Weekend Lead Person	0.00	2,060.60	197648
Youth Sports Referee	0.00	90.27	255983
Youth Sports Referee	0.00	31.40	255852
Youth Sports Referee	0.00	69.45	160307
Grand Totals			
Total	9,580.63	325,871.44	
Count		306	

**RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM**

DATE: February 7, 2024

TO: District Manager

FROM: Senior Management Analyst

SUBJECT: Approval of Award of Contract for Custodial Services at Restroom Facilities at Various Parks in Oak Park and at After School Clubs in Simi Valley

**Background:**

On May 3, 2023, the District’s Board of Directors authorized staff to solicit bids for a new contract to provide custodial services at restroom facilities and one community recreation room at various parks in Oak Park and at all eight After School Clubs in Simi Valley.

A Notice Inviting Bids was published in the *Ventura County Star* on December 16, 2023, and a total of three (3) bid packages were received. On January 9, 2024, staff publicly opened the sealed bid packages. The presented bid amounts are shown in the following table:

Company	City	Monthly Base Bid Amount (Oak Park)	Monthly Additive Bid Alternative Amount (Simi Valley)	Combined Monthly Total	Combined Yearly Total
Executive Facilities Services, Inc.	Camarillo	\$1,506.46	\$5,051.73	\$6,588.20	\$78,698.40
Reliance Cleaning Services, Inc.	Santa Paula	\$4,255.00	\$5,105.00	\$9,360.00	\$112,320.00
Premier Property Preservation	Van Nuys	\$4,506.67	\$5,720.00	\$10,226.66	\$122,719.92

Based on the bid prices received, it is recommended to award the contract for custodial services to the lowest apparent bidder, Executive Facilities Services, Inc. (EFS) of Camarillo, California, for \$78,698.40. Please note that minor errors were made on the received Based Bid Amount by EFS and were corrected by Park District staff. The corrections are noted in the enclosed bid package and are correctly shown in the table above and in the proposed Agreement.

The contract will have a three (3) year term, with an option to renew the contract for up to three (3) one-year periods. EFS has worked for the Park District since 2014 and contracts locally with the City of Thousand Oaks, the City of Agoura Hills, and Conejo Parks and Recreation District.

**Fiscal Impact:**

The annual cost of the contract will be \$78,698.40, and adequate funds have been earmarked in the Park District's *Approved Budget for FY 2023-24* to cover the contract for the balance of the fiscal year. Corresponding budget allocations will be made to future budgets (FY2024-25 and FY2025-26) to cover the contract's three-year term.

**Board Action Requested:**

1. Award a contract for Custodial Services at Restroom Facilities at Various Parks in Oak Park and at After School Clubs in Simi Valley in the amount of \$78,698.40.
2. Authorize the District Manager to execute an Agreement with EFS on behalf of the Park District for Custodial Services at Restroom Facilities at Various Parks in Oak Park and at After School Clubs in Simi Valley.



Jennifer Santos  
Senior Management Analyst

# Agreement with Executive Facilities Services, Inc.

for the

**CUSTODIAL SERVICES AT RESTROOM FACILITIES  
AT VARIOUS DISTRICT PARKS IN OAK PARK  
AND AT AFTER SCHOOL CLUBS  
IN SIMI VALLEY, CALIFORNIA**

**RANCHO SIMI RECREATION AND PARK DISTRICT**

**CONTRACT BETWEEN THE RANCHO SIMI RECREATION AND PARK DISTRICT AND EXECUTIVE FACILITIES SERVICES, INC. FOR CUSTODIAL SERVICES AT RESTROOM FACILITIES AT VARIOUS DISTRICT PARKS IN OAK PARK, AND AT AFTER SCHOOL CLUBS IN SIMI VALLEY, CALIFORNIA**

**THIS AGREEMENT** (“Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2024 by and between the RANCHO SIMI RECREATION AND PARKS DISTRICT, a public body corporate and politic, located in the County of Ventura, State of California hereinafter called “**DISTRICT**,” and Executive Facilities Services, Inc. a California corporation, located at 1227 Flynn Road, Suite 307, Camarillo, CA 93012, hereinafter called “**CONTRACTOR**,” collectively referred to as the “**Parties**” and individually as a “**Party**.”

**RECITALS**

- A. DISTRICT, by its Notice Inviting Bids, duly advertised for written bids to be submitted on or before January 9, 2024, for the following:

CUSTODIAL SERVICES AT RESTROOM FACILITIES AT VARIOUS DISTRICT PARKS IN OAK PARK, AND AT AFTER SCHOOL CLUBS IN SIMI VALLEY, CALIFORNIA

in the Community of Oak Park and the City of Simi Valley, California, hereinafter called “**Custodial Services**”.

- B. On January 9, 2024, at 2:00 P.M., in the DISTRICT offices, these bids were opened.
- C. At its regular meeting held on February 7, 2024, the DISTRICT Board of Directors duly accepted the bid of CONTRACTOR for said Custodial Services as being the lowest reasonable bid received and directed that a written contract be entered into with CONTRACTOR.

NOW, THEREFORE, in consideration of the foregoing, which are incorporated herein by reference, good and valuable consideration which the Parties acknowledge, and the promises, mutual covenants and agreements herein contained, said Parties agree as follows:

**ARTICLE I**

The "**Contract Documents**" for the Agreement shall consist of the Notice Inviting Bids, Instructions to Bidders, General Specifications, Standard Specifications, Special Provisions, Plans, CONTRACTOR's Proposal, all referenced specifications, together with this Agreement and any required bonds, insurance certificates, notices and affidavits, and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to insure its completion in an acceptable manner.

All of the rights and obligations of the DISTRICT and CONTRACTOR are fully set forth and described in the Contract Documents.

All of the above-mentioned Contract Documents are intended to complement the other documents so that any work called for in one, and not mentioned in the others, or vice versa, is to be executed the same as if mentioned in all of said documents. The CONTRACT DOCUMENTS and are incorporated herein by this reference and made a part hereof as though they were fully set forth herein.

## **ARTICLE II**

For and in consideration of the payments and agreements be made and performed by DISTRICT, CONTRACTOR hereby agrees to furnish all materials and perform all work required for the Custodial Services and to fulfill all other obligations as set forth in the Contract Documents.

## **ARTICLE III**

CONTRACTOR hereby agrees to receive and accept the total combined amount of Seventy-Eight Thousand Six Hundred Ninety-Eight and Forty/100 DOLLARS (\$78,698.40) annually, based upon those certain unit prices set forth in CONTRACTOR's Bid Schedule, a copy of which is attached hereto as Exhibit "A" and by this reference incorporated herein and made a part hereof, as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the Contract Documents, and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

## **ARTICLE IV**

DISTRICT hereby promises and agrees to employ, and does hereby employ, CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the said amount set forth in Article III hereof, and hereby agrees to pay the same at the time, in the manner, and upon the conditions set forth in the Contract Documents.

CONTRACTOR hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 USCA 1101, *et seq.*), as amended; and, in connection therewith, shall not employ unauthorized aliens as defined therein. In addition, CONTRACTOR hereby promises and agrees to comply with all of the provisions of both State and Federal law with respect to the employment of unauthorized aliens.

Should CONTRACTOR so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should the Federal Government or any other governmental entity impose sanctions against the DISTRICT for such use of unauthorized aliens, CONTRACTOR hereby agrees to, and shall, reimburse DISTRICT for the cost of all such sanctions imposed, together with any and all costs, including attorney's fees, incurred by the DISTRICT in connection therewith.

## **ARTICLE V**

CONTRACTOR shall commence work within fifteen (15) calendar days from the DISTRICT'S Notice to Proceed and shall complete work within the specified time frames as described in the Scope of Work and Specifications for a period of three years beginning \_\_\_\_\_, 2024. The Agreement for Custodial Services at Restroom Facilities at Various Parks in Oak Park, and at the After School Clubs in Simi Valley, may be renewed in writing, at the DISTRICT'S request, for up to three (3) one-year periods, provided no requested annual price adjustment exceeds the Consumer Price Index (CPI-U) for all goods and services in the last 12-month period.

CONTRACTOR hereby guarantees that the work will be done in accordance with the requirements of the Agreement and Project Specifications. CONTRACTOR further agrees that within forty-eight (48) hours after being notified in writing by DISTRICT of any work not completed in accordance with the requirements of the Agreement or any defects in the work, CONTRACTOR will commence and prosecute with due diligence all work necessary to fulfill terms of this Agreement, and to complete the work within a reasonable period of time. In the event the CONTRACTOR fails to comply, CONTRACTOR does hereby authorize said DISTRICT to proceed to have such work done at CONTRACTOR'S expense, and CONTRACTOR will pay the cost thereof upon demand.

Either Party may terminate this Agreement by giving sixty (60) days written notice to the other Party.

## **ARTICLE VI**

CONTRACTOR shall not discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, in the performance of this Agreement and shall comply with the provisions of the California Fair Employment and Housing Act as set forth in Part 2.8 of Division 3, Title 2 of the California Government Code; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations issued pursuant to such acts and order.

## **ARTICLE VII**

To the greatest extent allowed by law, CONTRACTOR shall assume the defense of and indemnify and hold-harmless DISTRICT, its elective and appointive boards, officers, agents and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from the performance of CONTRACTOR's work, and from any and all claims, loss, damage, injury and liability, howsoever the same may be caused, resulting directly or indirectly from the nature of the work covered by the Agreement, except for and excluding any claims, loss, damage, injury or liability arising from the sole negligence, willful misconduct, or active negligence of DISTRICT.

- (a) That DISTRICT does not, and shall not, waive any rights against CONTRACTOR which it may have by reason for the aforesaid hold-harmless agreement because of the acceptance by DISTRICT or the deposit with DISTRICT by CONTRACTOR, of any of the insurance policies hereinafter described in this Agreement.
  
- (b) That the aforesaid hold-harmless agreement by CONTRACTOR shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations of CONTRACTOR, or any subcontractor, regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

The provisions of this section will survive the expiration or earlier termination of this Agreement.

## **ARTICLE VIII**

CONTRACTOR, before commencing said Custodial Services, shall furnish and file with DISTRICT in a form satisfactory to DISTRICT a bond in the sum of one hundred percent (100%) of the contract price thereof conditioned upon the faithful performance of this Agreement. Additionally, CONTRACTOR, before commencing said Contract Services, shall furnish and file with DISTRICT in a form satisfactory to DISTRICT a bond in the sum of one hundred percent (100%) of the contract price thereof conditioned upon the payment of all labor and all materials furnished in connection with this Agreement.

## ARTICLE IX

CONTRACTOR shall not commence work under this Agreement until CONTRACTOR shall have obtained all insurance required by the Contract Documents and such insurance shall have been approved by DISTRICT as to form, amount and carrier, nor shall CONTRACTOR allow any subcontractor to commence work on any subcontract until all similar insurance required of the subcontractor shall have been so obtained and approved.

- (a) COMPENSATION INSURANCE - CONTRACTOR shall take out and maintain, during the life of this Agreement, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. If any class of employees engaged in work under this Agreement at the site of the Custodial Services is not protected under any Workers' Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify DISTRICT for any damage resulting to it from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.
- (b) COMPREHENSIVE GENERAL LIABILITY, PRODUCTS/ COMPLETED OPERATIONS HAZARD, COMPREHENSIVE AUTOMOBILE LIABILITY AND CONTRACTUAL GENERAL LIABILITY INSURANCE. CONTRACTOR shall take out and maintain during the life of this Agreement such comprehensive general liability, products/completed operations hazard, comprehensive automobile liability and contractual general liability insurance as shall protect DISTRICT, its elective and appointive boards, officers, agents and employees, CONTRACTOR, and any subcontractor performing work covered by this Agreement, from claims for damage for personal injury, including death, as well as from claims for property damage which may arise from CONTRACTOR's or any subcontractor's operations under this Agreement, whether such operations be by CONTRACTOR or by any subcontractor, or by anyone directly or indirectly employed by either CONTRACTOR or any subcontractor, and the amounts of such insurance shall be as follows:
- (1) Public Liability Insurance in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) with no aggregate, unless the carrier provides verification that there are no claims outstanding which would reduce the total coverage to less than TWO MILLION DOLLARS (\$2,000,000), in which case the aggregate may be TWO MILLION DOLLARS (\$2,000,000);
  - (2) Comprehensive Automobile Liability Insurance in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence;

- (3) Contractual General Liability Insurance in an amount of not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence.
- (c) PROOF OF INSURANCE - The insurance required by this Agreement shall be with insurers which are Best A rated, and California Admitted or better. DISTRICT shall be named as "additional insured" on all policies required hereunder, and CONTRACTOR shall furnish DISTRICT, concurrently with the execution hereof, with satisfactory proof of carriage of the insurance required and with an endorsement extending such coverage to DISTRICT, as well as with adequate legal assurance that each carrier will give DISTRICT at least forty-five (45) days' prior notice of the cancellation of any policy during the effective period of the Agreement.
- (d) NOTICE TO COMMENCE WORK - DISTRICT will not issue any notice authorizing CONTRACTOR or any subcontractor to commence work under this Agreement until CONTRACTOR has provided to DISTRICT the proof of insurance as required by subparagraph (c) of this article.

#### **ARTICLE X**

This contract shall not be assignable, either in whole or in part, by CONTRACTOR without first obtaining the written consent of DISTRICT thereto.

#### **ARTICLE XI**

The provisions of this Agreement are cumulative and in addition to and not in limitation of any rights or remedies available to DISTRICT.

#### **ARTICLE XII**

In entering into this Agreement or a contract with a subcontractor to supply goods, services, or materials pursuant to this Agreement, CONTRACTOR and any subcontractor will be deemed to have offered and agreed to assign to DISTRICT all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700 of Part 2 of Division 7 of the California Business and Professions Code), arising from purchases of goods, services, or materials for Custodial Services. This assignment will be deemed made and will become effective at the time DISTRICT tenders final payment to CONTRACTOR, without further acknowledgement by the Parties.

### ARTICLE XIII

A. Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations

B. This Agreement is binding upon the heirs, executors, administrators, successors and permitted assigns of the Parties.

C. This Agreement is the entire, complete, final and exclusive expression of the Parties with respect to the work to be performed under this Agreement and supersedes all other agreements or understandings, whether oral or written, between CONTRACTOR and DISTRICT prior to the execution of this Agreement.

D. No amendment to or modification of this Agreement will be valid unless made in writing and approved by CONTRACTOR and by DISTRICT board, as applicable. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

E. This Agreement may be executed in several counterparts, each of which will be deemed an original, and all of which, when taken together, constitute one and the same instrument. Amendments to this Agreement will be considered executed when the signature of a Party is delivered by facsimile or other electronic transmission. Such facsimile or other electronic signature will have the same effect as an original signature.

F. Waiver by any party of any term, condition, or covenant of this Agreement will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by DISTRICT of any work performed by CONTRACTOR will not constitute a waiver of any of the provisions of this Agreement.

G. This Agreement will be interpreted, construed and governed according to the laws of the State of California. Each Party has had the opportunity to review this Agreement with legal counsel. The Agreement will be construed simply, as a whole, and in accordance with its fair meaning. It will not be interpreted strictly for or against either Party.

H. If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement will not be affected and the Agreement will be read and construed without the invalid, void or unenforceable provision.

I. In the event of litigation between the parties, venue in state trial courts will be in the County of Ventura. In the event of litigation in a U.S. District Court, venue will be in the Central District of California, in Los Angeles.

### SIGNATURES ON FOLLOWING PAGE 8

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by their respective officers duly authorized in that behalf.

ATTEST:

RANCHO SIMI RECREATION AND PARK DISTRICT:

by \_\_\_\_\_  
Theresa Pennington,  
Deputy District Clerk

by \_\_\_\_\_  
Dan Paranick, District Manager

APPROVED AS TO FORM:

EXECUTIVE FACILITIES SERVICES, INC.  
a California Corporation:

\_\_\_\_\_  
Brian I. Hamblet, District Counsel

by \_\_\_\_\_  
President

by \_\_\_\_\_  
Secretary

## RANCHO SIMI RECREATION AND PARK DISTRICT

### PROPOSAL

PROJECT: Custodial Services at Restroom Facilities at Various District Parks in Oak Park and at After School Clubs in Simi Valley, California

PROJECT NO.: 2023-08

LOCATION: Specific Locations Per Attached Bid Specifications and Bid List, within Oak Park and Simi Valley, California

BIDDER: Executive Facilities Services, Inc.

BID OPENING DATE: January 9, 2024

TIME: 2:00 P.M.

TO THE BOARD OF DIRECTORS  
RANCHO SIMI RECREATION AND PARK DISTRICT  
4201 Guardian Street  
Simi Valley, California 93063

Directors:

In accordance with the advertised "Notice Inviting Bids" requesting sealed bids for providing all labor, materials, equipment, and services necessary for:

**Custodial Services at Restroom Facilities at Various District Parks in Oak Park, and at After School Clubs in Simi Valley, California**

and after having carefully examined the locations of the proposed work, Project Manual (Specifications), and Contract Document Forms for the same and read the accompanying Proposal, I agree to enter into a Contract to provide all labor, materials, equipment, and services necessary to carry the above-mentioned work to completion under the supervision of the Rancho Simi Recreation and Park District, hereinafter referred to as "Park District."

All work is to be coordinated with Park District staff, and care shall be taken not to damage related park facilities.

In submitting this Proposal, I agree:

1. To hold my Bid open for a period of forty-five (45) days following the date of opening of Bids.



2. Within ten (10) calendar days, to enter into and execute the Agreement, if awarded on the basis of this Proposal, and to furnish Performance and Payment Bonds, if requested and directed by the Park District
3. Within fifteen (15) days from the mailing by the District of notification to commence work, the contractor shall commence work and complete the same within the allotted time and in accordance with the contract documents.
4. The successful proposer will be required to enter into a Professional Services Agreement with the Rancho Simi Recreation and Park District. The length of the Agreement will be for three years beginning <Month Day>, 2023. The Agreement may be renewed, at the Park District's request, for up to three (3) one-year periods, providing no requested annual price adjustment exceeds the Consumer Price Index (CPI-U) for all goods and services in the latest twelve (12) month period.

Upon issuance of a Park District Agreement, if the bidder fails to fulfill any portion of the Agreement, the Agreement may be terminated by the Park District upon a sixty (60) day advance written notification.

**BASE BID – Restrooms at Park Sites in Oak Park**

The CONTRACTOR shall perform daily, weekly, and seasonal custodial services to Park District restrooms seven (7) nights a week at four (4) park sites within the Oak Park community. The contractor will be responsible for locking-up and cleaning restroom facilities as well as cleaning the Mae Boyar Recreation Room and office Sundays and Wednesdays [two (2) nights a week (including holidays)] in conformance to the specifications, requirements, and standards specified within the Scope of Work Base Bid.

The undersigned hereby proposes to provide all materials, labor, equipment, tools, apparatus, facilities, services and transportation necessary to complete all the work in conformity with the Project Manual, including specifications, and addenda, and other Contract Documents, for the lump sum price of

~~Eighteen Thousand Three Hundred Seventeen Dollars and Forty Nine Cents~~

The lump sum of Seventy-Seven Dollars and Sixty-Four Dollars

( \$ ~~18,317.49~~ )  
18,077.64

**ADDITIVE BID ALTERNATE 'A' - After School Club in Simi Valley**

The CONTRACTOR shall perform daily, weekly, and seasonal custodial services five (5) nights a week at eight (8) After School Club (ASC) sites within the Simi Valley community. The contractor will be responsible for cleaning ASC facilities in conformance with the specifications, requirements, and standards specified within the Scope of Work Alternate Bid



The Park District may elect to increase the Project's Scope-of-Work through the following Bid Alternate Bidders are hereby advised to carefully examine the Bid Alternate to incorporate only those items specifically identified in the Project Manual, including Specifications, Addenda's, and other Contract documents.

The lump sum of Sixty Thousand Six Hundred Twenty Dollars and Seventy Six Cents Dollars  
( \$ 60,620.76 )

### **UNIT PRICES**

All bidders are required by the Park District to submit itemized unit prices for the Base Bid and Additive Bid Alternate at the time of the bid opening. This format, including all itemized unit prices, may be used as a basis for Contractor's payments.

The Park District hereby notifies the bidders that the quantities shown are only estimates used by the Park District to determine the lowest responsible bidder. The Park District advises bidders to make their own quantity calculations for bid purposes and adjust the quantities as required. For items not specifically mentioned in this unit price sheet, the bidder shall incorporate those costs into the closest resembling item(s).

The bidder agrees that for requested and/or required changes in the Scope of Work, the Contract sum shall be adjusted in accordance with the following unit prices, where the Park District elects to use this method in determining costs.

The bidder is advised that the unit prices will enter into the determination of the lowest responsible/responsive bidder. Unreasonable prices may result in rejection of the entire bid proposal.

All unit prices shall include all labor, materials, taxes, and incidentals necessary to complete the item.

Bidders are advised that the total sum of all of the unit prices should equal the lump sum total for the Base Bid and Additive Bid Alternative on page 00401-2 and 3.



**BASE BID UNIT PRICES:**

The undersigned hereby proposes to perform daily, weekly, and seasonal custodial services to Park District restrooms seven (7) nights a week at four (4) park sites within the Oak Park community. The contractor will be responsible for locking-up and cleaning restroom facilities as well as cleaning the Mae Boyar Recreation Room and office Sundays and Wednesdays [two (2) nights a week (including holidays)] in conformance to the specifications, requirements, and standards specified within the Scope of Work Base Bid.

**Base Bid:** All prices must be typed or written in ink.

Mae Boyar Park	\$ <u>271.63</u> per month
Mae Boyar Recreation Rm	\$ <u>239.62</u> per month
Deerhill Park	\$ <u>324.00</u> per month
Valley View Park	\$ <u>335.39</u> per month
Indian Springs Park	\$ <u>335.83</u> per month
<b>Total – All Parks</b>	\$ <del><u>1,526.46</u></del> per month 1,506.47

**ADDITIVE ALTERNATIVE 'A' BID UNIT PRICES:**

The undersigned hereby proposes to perform daily, weekly, and seasonal custodial services five (5) nights a week at eight (8) ASC sites within the Simi Valley community. The contractor will be responsible for cleaning ASC facilities in conformance with the specifications, requirements, and standards specified within the Scope of Work Alternate Bid.

**Additive Bid Alternate 'A':** All prices must be typed or written in ink.

Crestview After School Club	\$ <u>506.64</u> per month
Garden Grove After School Club	\$ <u>506.64</u> per month
Knolls After School Club	\$ <u>509.74</u> per month
Madera After School Club	\$ <u>518.15</u> per month
Mountain View After School Club	\$ <u>506.64</u> per month
Township After School Club	\$ <u>496.16</u> per month
Vista After School Club	\$ <u>1,003.88</u> per month
Wood Ranch After School Club	\$ <u>1,003.88</u> per month
<b>Total – All ASCs</b>	\$ <u>5,051.73</u> per month

**TOTAL ANNUAL PROPOSAL – ALL PARKS & ASCs** \$ ~~78,938.25~~ per year  
78,698.40

## AWARD OR REJECTION OF BIDS

The Contract will be awarded to the lowest responsible Bidder complying with these instructions and with the Notice Inviting Bids. The District, however, reserves the right to reject all bids, reject non-responsive bids and, so far as permitted by law, to waive any informality in the bids. If an award is made, the Contract shall be awarded within forty-five (45) days after the opening of the bids.

The District will award this Contract under the following provisions.

- A. The method for calculating the lowest bid will be as follows:

The lowest bid shall be the lowest combined total of the Base Bid and the Additive Alternative 'A' Bid received for the project.

- B. A responsible bidder who submitted the lowest bid as determined by this section shall be awarded the contract, if it is awarded. This section does not preclude the District from adding to or deducting from the contract any of the additive or deductive items after the lowest responsible bidder has been determined.
- C. Within ten (10) days of the mailing by the District of the notification of award of Contract, the Contractor shall provide all bonds required and execute the formal Contract in proper form.
- D. Within fifteen (15) days from the mailing by the District of notification to commence work, the Contractor shall commence work and shall complete the same within the allotted time and in accordance with the Contract Documents.

## INSURANCE

The undersigned agrees to furnish certificate of public liability insurance, workmen's compensation, and such other insurance as will protect them, and the Park District from claims for damages and from personal injury, including death, which may arise from operation under this Contract, whether such operation by himself or by any Subcontractor or anyone directly or indirectly employed by him or either of them; and the certificates of such insurance will be filed at the time of execution of the Contract, and such coverage shall be in the amounts specified herein.

The Contractor at their own expense shall carry public liability and automobile liability insurance which shall not be less than \$2,000,000 combined single limit (per occurrence with no aggregate limit) as to bodily injury and property damage. The General Public Liability Insurance shall cover the General Contract and all Subcontractors to the work. The insurance certificate shall include a statement to the effect that the District shall be notified forty-five (45) days prior to cancellation or expiration of policy. Workmen's Compensation coverage as required and described by the State of California.

VISITING THE SITE

The undersigned has thoroughly examined the Project Manual (Specifications), Addenda (if any) and other Contract Documents, has visited the site, and is thoroughly familiar with the contents and all conditions thereof.

CONTRACT DOCUMENTS

A sample of the Agreement proposed to be entered into between the Park District and the undersigned is attached herewith and made a part of these Specifications.

ADDENDA

This bid includes ADDENDUM NO. N/A Dated: \_\_\_\_\_

No Addendums have been issued by Rancho Simi Recreation and Park District.  
Dated: \_\_\_\_\_

ASSIGNMENT

This Contract shall not be assigned by the Contractor.

TIMELINESS OF PERFORMANCE

Time is hereby expressly made and declared to be of the essence of this Contract and of each and every part thereof, and no act of forbearance by the District or extension by it of the time for the performance of any of the terms of this contractor, and no delay or failure on the part of the District in the exercise of any of its rights hereunder shall in any way constitute or operate as a waiver of or excuse for any future default on the part of the Contractor, or as a waiver, release or relinquishment of any of the right or powers herein conferred upon the District.



AFFIDAVIT

The Contractor for themselves and for their successors, executors, administrators, and assigns hereby agree to the full performance of the covenants herein contained.

The undersigned states that this is a genuine proposal, not made in collusion, or in the interest of any other person/firm other than represented by the undersigned.

NAME OF BIDDER Jim Ferraro

BY Executive Facilities Services, Inc.

TITLE Company Owner

ADDRESS 1227 Flynn Rd. Suite 307

Camarillo, CA 93012

PHONE (909) 815-0144

DATE 1/8/2024

*James Ferraro*

NOTE: If bidder is a corporation, proposal must be signed by an authorized officer of the corporation and corporation seal affixed. Proposal must be accompanied by a document evidencing such officer is authorized to sign.

- Check one: ( ) Owner  
( ) Partnership  
( ) Company  
( X ) Corporation  
( ) Other

END OF DOCUMENT

**SCOPE OF WORK FOR  
CUSTODIAL SERVICES AT DISTRICT CERTAIN PARK RESTROOMS  
IN THE UNINCORPORATED COMMUNITY OF OAK PARK  
(Base Bid)**

The selected Respondent(s) will be awarded a contract to perform Custodial Services, for the Rancho Simi Recreation and Park District based on the current service levels and frequencies, as listed in Scope of Work and Specifications in this document.

**A. Park District Restroom Facilities:**

**1. Deerhill Park**

**Address:** 6700 Doubletree Rd., Oak Park, CA 91377

**Description:** Restroom

**2. Indian Springs Park**

**Address:** 4800 Rockfield St., Oak Park, CA 91377

**Description:** Restroom

**3. Mae Boyar Park**

**Address:** 130 Kanan Rd., Oak Park, CA 91377

**Description:** Restroom and Recreation Room and Office

**4. Valley View Park**

**Address:** 100 Los Arcos Dr., Oak Park, CA 91377

**Description:** Restroom

**B. Required Service Days and Hours:**

**(Park District Restrooms and Mae Boyar Park Recreation Room, Kitchen and Office)**

**Service Days Park District Restrooms:**

Monday through Sunday seven (7) nights a week, or as requested (including holidays)

**Access Hours:**

After 10:00 p.m. to 1:00 a.m.

- Contractor will be responsible for **locking all Park District restrooms between 10:00 p.m. and 10:30 p.m.** and complete all nightly cleaning by 1:00 a.m.

**Service Days Mae Boyar Park Recreation Room and Office:**

Sundays and Wednesdays two (2) nights a week (including holidays)

**Access Hours:**

After last class/event 1:00 a.m.

- Contractor will be responsible for **locking the Mae Boyer Park Recreation Room after the last class/event** and complete all nightly cleaning by 1:00 a.m.

### **Future Changes to the Scope of Work**

#### **Changes Initiated by the Park District**

The Park District reserves the right to add, delete or change areas under the Agreement and may do so upon giving written notice to the Contractor. Money not appropriated by the Park District agreement may result in modification, cancellation, reduction in scope, and/or reduction in compensation. If these changes cause an increase or a reduction in the maintenance costs included in this agreement, they shall be readjusted and, when agreed upon, incorporated into an Amendment to the Agreement.

#### **Changes Requested by the Contractor**

Changes requested in the specifications shall be made in writing. Approved changes shall be made by written amendment to the agreement between the Contractor and Park District at a reduction in cost or at no additional cost to the Park District. Nothing herein shall be construed as granting a right to the Contractor to demand acceptance of such changes.

#### **Change Orders**

Change orders shall be in writing and state the dollar value of the change or established method of payment, any adjustment in contract time, and when negotiated prices are involved, shall provide for the contractor's signature indicating the acceptance. If no emergency or protest exists, a contract change order will not become effective until the Park District's Senior Building Maintenance Supervisor or Designee approves it.

In the case of a maintenance agreement, should additional work not be covered under the annual contingency, the additional work must be agreed upon through a signed amendment to the original agreement.

#### **Extra Work**

New and unforeseen work will be classed as extra work when determined by the Park District's Senior Building Maintenance Supervisor or Designee when such work is not covered by any of the various items for which there is a bid price or by a combination of such items. If portions of such work are determined by the Park District's Senior Building Maintenance Supervisor or Designee to be covered by none of the various items for which there is a bid price or combination of such items, the remaining portion of such work will be classed as extra work. Extra work also includes work specifically designated as extra work in the Specifications.

The Contractor shall do such extra work and furnish labor, materials, and equipment therefore upon receipt of a written supplemental agreement between the Contractor and Park District or other written order of the Park District's Senior Building Maintenance Supervisor or Designee. The Contractor shall not be entitled to payment without an approved written order of the Park District's Senior Building Maintenance Supervisor or Designee.

# **PERFORMANCE STANDARDS AND MAINTENANCE SPECIFICATIONS**

## **INTENT OF SPECIFICATIONS**

The intent of the specifications is to describe the details for the completion of the work, which the Contractor agrees to perform in accordance with the terms of the contract. Where the specifications describe portions of the work in general terms but not in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used. Unless otherwise specified, the Contractor shall furnish tools, equipment, and incidentals, and perform all the work involved in executing the contract in a satisfactory and workmanlike manner.

In the event materials and/or equipment are to be furnished by the Park District, as agreed on, this shall not relieve the Contractor of the above requirements to furnish all other labor, materials, and equipment to complete the contract.

## **SPECIFICATIONS: GENERAL**

### **Cleaning Supplies & Equipment:**

CONTRACTOR shall furnish, as part of this agreement, all necessary cleaning supplies and equipment to clean and maintain the building, including but not limited to maintenance products, wax finishes, cleaning products, disinfectants, brooms, HEPA vacuum cleaners and bags, brushes, waxing gear. Janitorial closets and the equipment will be kept clean and safe. Mop buckets will be rinsed after each use. Mops shall be rinsed, soaked in a sanitizing solution for 10-20 minutes, rinsed again after each use, and hung head up to allow to dry. Mops should be identified by color code. Flammables are not to be stored near ignition sources. Vacuum bags will be changed after each use. No materials are to be stored within 18 inches of the ceiling. All supplies are to be kept and maintained within the Storage Room of the restroom at Indian Springs Park.

### **Cleaning Products:**

The custodial service provider shall use Environmentally Preferable Cleaning Products and Supplies, with a minimum of certification by Green Seal, wherever the manufacturer approves the material to be cleaned.

The following product-types are listed with Green Seal:

- General Purpose Cleaners
- Bathroom Cleaners
- Glass Cleaners
- Carpet Cleaners
- Disinfectants/Sanitizers
- Floor Care Products
- Furniture Polish
- Cleaner/Degreaser

Details regarding approved product lists can be found, as outlined as below:  
[www.greenseal.org/greenbusiness/standards](http://www.greenseal.org/greenbusiness/standards) under the following categories:

- GS-34: Cleaning and Degreasing Agents
- GS-37: Cleaning Products for Industrial and Institutional Use
- GS-40: Floor-Care Products for Industrial and Institutional Use
- GS-52: Dish and Specialty Cleaning Products (in development) CONTRACTOR shall submit a list of all chemicals proposed for use under this contract for approval by the Project Manager and shall include the exact brand names and generic formulations.

CONTRACTOR shall provide Safety Data Sheets for any chemicals used under this contract enclosed in a binder to be kept in the assigned janitorial closet in a visible area, maintained at each facility, and provided to the Park District's Senior Building Maintenance Supervisor.

### **Damage Responsibility:**

Any damages to the facilities, or any related structures and property, due to CONTRACTOR's negligence, shall be the responsibility of CONTRACTOR and shall be immediately repaired at CONTRACTOR's expense.

All damages to, or thefts from, facilities, landscaping or any related structures or fixtures, not attributable to CONTRACTOR's negligence, shall be the responsibility of Park District.

### **Reporting Damage and Graffiti:**

CONTRACTOR will be required to report any broken, malfunctioning, or vandalized equipment, damage to structures, light fixtures and switches, burnt-out light bulbs, excessive mess, etc. the same night as the cleaning service, or by 9:00 a.m. the following day. Report damages to the Park District's Senior Building Maintenance Supervisor, Robert Mendez, at 805-297-6440 or by email at [Robert@rsrpd.us](mailto:Robert@rsrpd.us). All reported damages must include a photo and a general description.

### **Security:**

Upon entering any building with alarm systems or security systems, CONTRACTOR is responsible for de-activating the alarm system prior to entering the building to commence work. CONTRACTOR is responsible for maintaining the security of the building while performing any janitorial services related to this agreement. Upon leaving the building, CONTRACTOR is responsible for: closing and locking all closets and storage areas, clearing the building of all custodial staff members, locking all outside perimeter doors, and activating the alarm system. Any costs incurred due to the improper use of the alarm system by CONTRACTOR's staff, including false alarms, shall be the sole responsibility of CONTRACTOR. Any such costs will be deducted from the monthly billing.

**Supplies:**

Paper Products: Supplies for dispensers such as soap, paper towels, toilet seat covers, and can liners shall be supplied by the Park District. Weekly records shall be kept by CONTRACTOR, and submitted to the Park District, indicating supply usage, on the provided form attached as **Appendix A**.

**Restroom Supplies:** The contractor shall ensure restrooms are stocked sufficiently so supplies do not run out. All storage facilities must be stocked with at least one (1) week of supplies. CONTRACTOR will contact the Park District's Senior Building Maintenance Supervisor/or designee if supplies are needed.

**Other Services:**

The services include but are not limited to: cleaning, washing, sanitizing, emptying trash, and other services necessary to maintain and secure the facilities in operational condition. At a minimum, the services shall include daily, weekly, and seasonal cleaning schedules, and maintenance schedules for all Simi Valley ASCs. Preventive and miscellaneous maintenance shall be performed at a mutually agreed-upon date and time.

**Site Inspection:**

After the first month of service, it is required that a formal inspection be performed by Park District representative(s) to establish an acceptable level of performance. After acceptance by the Park District, this level of service quality shall be maintained throughout the contract period.

**Contractor Responsibilities:**

The contractor shall provide all management, tools, equipment, supplies, materials, and labor necessary to ensure that custodial services are performed at the Park District facilities in a manner that will maintain a satisfactory condition and present a clean, neat, and professional appearance. All work for the restroom facilities must be performed between 6:30 pm and Midnight, seven (7) days a week, only, except for floor finishing, which can be performed on a weekend day (must be scheduled with the Park District's Senior Building Maintenance Supervisor/or designee).

**Contract Term:**

Unless terminated earlier, the successful proposer must enter into a Professional Services Agreement/Contract with the Rancho Simi Recreation and Park District. The Agreement will last three years, beginning <Month Day>, 2024. The Agreement may be renewed in writing, at the Park District's request, for up to three (3) one-year periods providing no requested annual price adjustment exceeds the Consumer Price Index (CPI-U) for all goods and services in the latest twelve (12) month period.

## **SPECIFICATIONS: ROUTINE/BASIC CLEANING**

### **Park District Restrooms:**

**Daily:** All surfaces of the toilets, bowls, and urinals will be cleaned, sanitized, and disinfected, inside and out, with an appropriate cleaner. Clean, sanitize, disinfect and dry sinks and counters. Spot clean dispensers, cabinets, doors, partitions, door handles and walls. Clean and sanitize restroom entry door(s) (interior/exterior) door handles and walls (including handles, kick plates, ventilation grates, metal guards, etc. Clean and polish all faucets. Clean, sanitize and disinfect floors with appropriate cleaner, including all baseboards. Clean mirrors with glass cleaner. Clean ceilings window/vent enclosures by removing all spider webs, dust and debris.

Replace paper products and fill soap dispensers with adequate supplies. Empty, clean, sanitize, and disinfect all sanitary containers. Dispose of all bio-hazardous materials in a manner prescribed by law.

**Weekly:** Thoroughly clean, sanitize, and disinfect dispensers, cabinets, doors, stall partitions, and all wall surfaces below eight (8) ft.

Sinks, Toilet Bowls and Urinals shall be descaled to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

**Quarterly:** Grout cleaning – see grout cleaning specification from above under Annual Grout Cleaning.

All walls and ceiling surfaces shall be thoroughly cleaned of all dust and debris.

### **All Concrete/Tile Floors:**

**Daily:** Sweep floor surface to remove dirt and debris. Mop to clean, sanitize, and disinfect the entire floor using a cleaner recommended by the manufacturer. Rinse with a clean mop at each facility.

**Weekly:** Remove scuffing marks and buff with a high-speed buffer.

**Quarterly:** Remove scuffing marks, buff, and wax floors using manufacturer's approved products and techniques.

**Annually:** Floors shall be stripped and waxed (nonskid wax) using the manufacturer's approved products and techniques. The tile grout cleaning will be conducted annually in all facilities, with the exception of the Park District restrooms. Park District restrooms will

follow the same grout cleaning specifications but on a **monthly** frequency, due to the light color of the restroom floors.

- Follow cleaning directions and use product for type of floor.

### **Annual/Monthly Grout Cleaning:**

Equipment: SQUARE SCRUB EBG-28, with AstroTurf 14x28 pad, DOODLE SCRUB EBG-9 and NSS wet vac, or similar equipment.

Solution: EnvirOx H202 Orange Tile and Grout Renovator or similar product.

1. Mix 10 oz. per gallon of cold tap water.
2. Soak the surface by applying with a mop diluted EnvirOx H202 TGR or similar product onto the surface.
3. Let sit for ten minutes.
4. Scrub with EBG-28 machine, or a similar machine .
5. Use Doodle Scrub, or similar product for hard to reach areas.
6. Use wet vac to remove soil released.
7. Rinse with clean water.

All floors shall be maintained to ensure they have a uniform, glossy appearance and free from dirt, debris, dust, scuff marks, heel marks, other stains and discoloration, and other foreign matter. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles, and other moveable items shall be moved to maintain floors beneath them. All items moved must be returned to their original and proper position.

### **Baseboards, Corners, and Wall/Floor Edges:**

**Daily:** Clean and disinfect to ensure areas are free of dust and debris.

### **Mae Boyar Kitchen:**

**Twice Weekly:** Clean, sanitize, and disinfect all counters, sinks, faucets, and stovetops using an approved cleaner/disinfectant and clean cloth. Spot-clean all cabinets and appliances.

**Weekly:** Clean cabinets, doors, handles and appliances with the appropriate cleaner.

### **Mae Boyar Recreation Room Walls/Ceilings/Vents:**

**Quarterly:** Dry Methods: Include brushing, wiping, vacuuming, or blowing to remove dust and cobwebs from building surfaces and to keep the soil from becoming embedded in these surfaces.

- Painters' brushes may be used on windowsills, cornices, and ledges.

- Walls may be swept with a broom used only for this purpose. A broom can be covered with a cloth or a specially fitted cloth bag before using on surfaces.

Damp Methods: Include washing the surfaces with a solution containing a cleaning agent, such as soap or a fine abrasive, and a liquid, such as water or ammonia. Sponges and cloths should be used to control streaking.

**Mae Boyar Recreation Room Dusting:**

- Weekly:** Dust all chairs, tables, counters, filing cabinets, and bookcases, except personal office desktops, window frames, and light fixtures, using approved cleaners and clean cloth.
- Quarterly:** Dusting of surfaces above eight feet (8'): ledges, door frames, windows, and light fixtures shall be performed quarterly using approved cleaners and clean cloth.

**Mae Boyar Recreation Entrance Areas and Doors:**

- Daily:** Vacuum interior doormats, carpet, and area rugs. Vacuum exterior door mats as weather permits. Clean and sanitize door handles.
- Weekly:** Spot clean interior/exterior portions of doors.
- Quarterly:** Thoroughly clean and interior/exterior portions of the entry doors.

**Recreation Room Furniture and Appliances:**

- Daily:** Wipe down desks, cabinet doors (interior/exterior) and handles, tables, chairs, countertops, microwave, doors, and doorknobs with disinfectant cleaner.

**Interior/Exterior Windows of All Buildings**

- Quarterly:** Clean window surfaces to be free of all traces of film, dirt, smudges, water, and other foreign matter shall be removed from frames, casings, sills, and glass.

**Waste & Recycling**

**Waste Containers:**

- Daily:** Empty trash and transport it to appropriate dumpsters. Clean interior and exterior surfaces of containers, removing dirt, spots, and accumulated grit. Replace container liner with appropriate size and return containers to their original location. The trash shall be deposited in the dumpster located at the respective complex. (The

dumpster lids shall be closed to prevent trash from escaping and access to animals.) Trash receptacles shall be left clean, free of foreign matter, and free of odors.

**Spot Cleaning:**

Perform spot cleaning continuously. Spot cleaning includes, but is not limited to removing, or cleaning smudges, fingerprints, marks, streaks, spills, etc., from washable surfaces of all walls, vents, grillwork, doors, door handles, push-bars, kick-plates, light switches, temperature controls, and fixtures. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.

**SCOPE OF WORK AND SPECIFICATIONS FOR  
CUSTODIAL SERVICES AFTER SCHOOL CLUBS IN SIMI VALLEY  
(Alternate Bid)**

The Rancho Simi Recreation and Park District (Park District) owns and operates park facilities in the City of Simi Valley and the unincorporated community of Oak Park. The selected Respondent(s) will be awarded a contract to perform Custodial Services for the Park District, based on the current service levels and frequencies, as listed in Scope of Work and Specifications in this document.

**A. Facilities:**

**1. Crestview Elementary School**

**Address:** 900 Crosby Ave.

**Description:** A modular building containing an 867 sq. ft. classroom with carpet flooring.

**2. Garden Grove Elementary School**

**Address:** 2250 Tracy Ave.

**Description:** A modular building containing an 867 sq. ft. classroom with carpet flooring.

**3. Knolls Elementary School**

**Address:** 6334 Katherine Rd.

**Description:** A modular building containing a 960 sq. ft. classroom with carpet flooring.

**4. Madera Elementary School**

**Address:** 250 Royal Ave

**Description:** A modular building with two 720 sq. ft. classrooms with carpet flooring.

**5. Mountain View Elementary School**

**Address:** 2925 Fletcher Ave.

**Description:** A modular building containing an 867 sq. ft. classroom with carpet flooring.

**6. Township Elementary School**

**Address:** 4101 Township Ave.

**Description:** A modular building containing an 867 sq. ft. classroom with tile flooring.

**7. Vista Elementary School**

**Address:** 2175 Wisteria Ave.

**Description:** Two modular buildings containing an 867 sq. ft. classroom with tile flooring.

**8. Wood Ranch Elementary School**

**Address:** 455 Circle Knoll Dr.

**Description:** Two modular buildings containing an 867 sq. ft. classroom with carpet flooring.

\* All measurements are approximate. Conceptual floor plans are enclosed for reference.

**B. Required Service Days and Hours:**

**Service Days:** Monday through Friday (5) nights a week (except holidays)

**Access Hours:** 6:30 p.m. to 12:00 midnight

**Future Changes to the Scope of Work**

**Changes Initiated by the Park District**

The Park District reserves the right to add, delete or change areas under the Agreement and may do so upon giving written notice to the Contractor. Money not appropriated by the Park District agreement may result in modification, cancellation, reduction in scope, and/or reduction in compensation. If these changes cause an increase or a reduction in the maintenance costs included in this agreement, they shall be readjusted and, when agreed upon, incorporated into an Amendment to the Agreement.

**Changes Requested by the Contractor**

Changes requested in the specifications shall be made in writing. Approved changes shall be made by written amendment to the agreement between the Contractor and Park District at a reduction in cost or at no additional cost to the Park District. Nothing herein shall be construed as granting a right to the Contractor to demand acceptance of such changes.

**Change Orders**

Change orders shall be in writing and state the dollar value of the change or established method of payment, any adjustment in contract time, and when negotiated prices are involved, shall provide for the contractor's signature indicating the acceptance. If no emergency or protest exists, a contract change order will not become effective until the Park District's Senior Building Maintenance Supervisor or Designee approves it.

In the case of a maintenance agreement, should additional work not be covered under the annual contingency, the additional work must be agreed upon through a signed amendment to the original agreement.

**Extra Work**

New and unforeseen work will be classed as extra work when determined by the Park District's Senior Building Maintenance Supervisor or Designee when such work is not covered by any of the various items for which there is a bid price or by a combination of such items. If portions of such work are determined by the Park District's Senior Building Maintenance Supervisor or Designee to be covered by none of the various items for which

there is a bid price or combination of such items, the remaining portion of such work will be classed as extra work. Extra work also includes work specifically designated as extra work in the Specifications.

The Contractor shall do such extra work and furnish labor, materials, and equipment upon receipt of a written supplemental agreement between the Contractor and Park District or other written order of the Park District's Senior Building Maintenance Supervisor or Designee. The Contractor shall not be entitled to payment without an approved written order of the Park District's Senior Building Maintenance Supervisor or Designee.

# PERFORMANCE STANDARDS AND MAINTENANCE SPECIFICATIONS

## INTENT OF SPECIFICATIONS

The intent of the specifications is to describe the details for the completion of the work, which the Contractor agrees to perform in accordance with the terms of the contract. Where the specifications describe portions of the work in general terms but not in complete detail, it is understood that only the best general practice is to prevail and that only materials and workmanship of the first quality are to be used. Unless otherwise specified, the Contractor shall furnish tools, equipment, and incidentals, and perform all the work involved in executing the contract in a satisfactory and workmanlike manner.

In the event materials and/or equipment are to be furnished by the Park District, as agreed on, this shall not relieve the Contractor of the above requirements to furnish all other labor, materials, and equipment to complete the contract.

## SPECIFICATIONS: GENERAL

### Cleaning Supplies & Equipment:

CONTRACTOR shall furnish, as part of this agreement, all necessary cleaning supplies and equipment to clean and maintain the building, including but not limited to maintenance products, wax finishes, cleaning products, disinfectants, HEPA vacuum cleaners and bags, brushes, waxing gear. The Contractor shall not leave any cleaning supplies or related equipment onsite. All equipment maintained by the contractor will be kept in a clean and safe condition. Mop buckets will be rinsed after each use. Mops shall be rinsed, soaked in a sanitizing solution for 10-20 minutes and rinsed again after each use and hung head up to allow to dry. Mops should be identified by color code.

### Cleaning Products:

The Simi Valley School District requires that the custodial service provider use Environmentally Preferable Cleaning Products and Supplies, with a minimum of certification by Green Seal, wherever approved by the manufacturer of the material to be cleaned.

The following product-types are listed with Green Seal:

- General Purpose Cleaners
- Bathroom Cleaners
- Glass Cleaners
- Carpet Cleaners
- Disinfectants/Sanitizers
- Floor Care Products
- Furniture Polish
- Cleaner/Degreaser

Details regarding approved product lists can be found, as outlined as below:  
[www.greenseal.org/greenbusiness/standards](http://www.greenseal.org/greenbusiness/standards) under the following categories:

- GS-34: Cleaning and Degreasing Agents
- GS-37: Cleaning Products for Industrial and Institutional Use
- GS-40: Floor-Care Products for Industrial and Institutional Use
- GS-52: Dish and Specialty Cleaning Products (in development) CONTRACTOR shall submit a list of all chemicals proposed for use under this contract for approval by the Project Manager and shall include the exact brand names and generic formulations.

CONTRACTOR shall provide Safety Data Sheets for any and all chemicals used under this contract enclosed in a binder to be kept in a visible area inside each ASC and maintained at the facility and provided to the Park District's Senior Building Maintenance Supervisor.

### **Damage Responsibility:**

Any damages to the facilities, or any related structures and property, due to CONTRACTOR's negligence, shall be the responsibility of CONTRACTOR and shall be immediately repaired at CONTRACTOR's expense.

All damages to, or thefts from, facilities, landscaping or any related structures or fixtures, not attributable to CONTRACTOR's negligence, shall be the responsibility of Park District.

### **Reporting Damage and Graffiti:**

CONTRACTOR will be required to report any broken, malfunctioning, or vandalized equipment, damaged to structures, light fixtures and switches, burnt-out light bulbs, etc. the same night as the cleaning service, or by 9:00 a.m. the following day. Report all damages to the Park District's Senior Building Maintenance Supervisor, Robert Mendez, at 805-297-6440 or by email at [Robert@rsrpd.us](mailto:Robert@rsrpd.us). All reported damages must include a photo and a general description.

### **Security:**

Upon entering any building with alarm systems or security systems, CONTRACTOR is responsible for de-activating the alarm system prior to entering the building to commence work. CONTRACTOR is responsible for maintaining the security of the building while performing any janitorial services related to this agreement. Upon leaving the building, CONTRACTOR is responsible for: closing and locking all closets and storage areas, clearing the building of all custodial staff members, locking all outside perimeter doors, and activating the alarm system. Any costs incurred due to the improper use of the alarm system by CONTRACTOR's staff, including false alarms, shall be the sole responsibility of CONTRACTOR. Any such costs will be deducted from the monthly billing.

### **Supplies:**

Paper Products: Supplies for paper towels, and can liners shall be supplied by the Park District. Weekly records shall be kept by CONTRACTOR, and submitted to the Park District, indicating supply usage, on the provided form attached as **Appendix A**.

### **Other Services:**

The services include but are not limited to: cleaning, washing, sanitizing, emptying trash, and other services necessary to maintain and secure the facilities in operational condition. At a minimum, the services shall include daily, weekly, and seasonal cleaning schedules, and maintenance schedules for all Simi Valley ASCs. Preventive and miscellaneous maintenance shall be performed at a mutually agreed-upon date and time.

**Site Inspection:**

It is required that, after the first month of service, a formal inspection be performed by Park District representative(s) to establish an acceptable level of performance. After acceptance by the Park District, this level of service quality shall be maintained throughout the contract period.

**Contractor Responsibilities:**

The contractor shall provide all management, tools, equipment, supplies, materials, and labor necessary to ensure that custodial services are performed at the Park District facilities in a manner that will maintain a satisfactory condition and present a clean, neat, and professional appearance. All work for ASCs must be performed between 6:30 pm and Midnight, Monday thru Friday, only.

**Contract Term:**

The successful proposer will be required to enter into a Professional Services Agreement (Sample Contract) with the Rancho Simi Recreation and Park District. The length of the Agreement will be for three years beginning <Month Day>, 2023. The Agreement may be renewed, at the Park District's written request, for up to three (3) one-year periods providing no requested annual price adjustment exceeds the Consumer Price Index (CPI-U) for all goods and services in the latest twelve (12) month period.

## **SPECIFICATIONS: ROUTINE/BASIC CLEANING**

### **VCT (Vinyl) Floors:**

- Daily:** Clean floor surface with backpack HEPA filter vacuum or sweep to remove dirt and debris. Damp mop and disinfect the entire floor using a cleaner recommended by the manufacturer. Rinse with a clean mop.
- Weekly:** Remove scuffing marks and buff with a high-speed buffer using manufacturer's approved products and techniques.
- Quarterly:** Remove scuffing marks, buff, and wax floors using manufacturer's approved products and techniques.
- Annually:** VCT floors shall be stripped and waxed (nonskid wax) using the manufacturer's approved products and techniques.

The floors shall be maintained to ensure they have a uniform, glossy appearance and free from dirt, debris, dust, scuff marks, heel marks, other stains and discoloration, or other foreign matter. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles, and other moveable items shall be moved to maintain floors beneath them. All items moved must be returned to their original and proper position.

### **Carpeted Floors/Areas:**

- Daily:** Follow the procedure for vacuuming all carpeted areas (including area and throw rugs) to remove loose surface material and subsurface material from the carpet using a HEPA filtered vacuum. Spot clean spills on carpets with the manufacturer's recommended product.
- Quarterly:** All carpets shall be cleaned following standard commercial practices. A heavy-duty spot remover may be required in heavily soiled areas. After shampooing, the carpeted area must appear uniform and free of stains and discoloration. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs, and other similar items. Chairs, trash receptacles, and other items shall be moved to clean carpets beneath them and then returned to the original location.

### **Baseboards, Corners, and Wall/Floor Edges:**

- Daily:** Clean and disinfect to ensure areas are free of dust and debris.

### **Dusting:**

- Weekly:** Dust all chairs, tables, counters, filing cabinets, and bookcases, except personal office desktops, window frames, and light fixtures,

using approved cleaners and clean cloth.

**Quarterly:** Dusting of surfaces above eight feet (8'): ledges, door frames, windows, and light fixtures shall be performed quarterly using approved cleaners and clean cloth.

### **Walls/Ceilings/Vents:**

**Quarterly:** Dry Methods: Include brushing, wiping, or blowing to remove dust and cobwebs from building surfaces and to keep the soil from becoming embedded in these surfaces.

- Painters' brushes may be used on windowsills, cornices, and ledges.
- Walls may be swept with a broom used only for this purpose. A broom can be covered with a cloth or a specially fitted cloth bag before using on surfaces.

Wet Methods: Include wiping down the surfaces with a solution containing a cleaning agent that is approved by the Park Districts' Senior Building Maintenance Supervisor. Sponges and cloths should be used to control streaking.

### **Entrance Areas, Doors, Light switches, and Entry Ramps:**

**Daily:** Vacuum or sweep exterior/interior doormats. Clean and sanitize door handles and light switches. All entry-accessible ramps shall be swept or cleaned with a leaf blower to be free of visible debris.

**Weekly:** Spot clean interior/exterior portions of the entry doors.

**Quarterly:** Thoroughly clean and interior/exterior portions of the entry doors.

### **Interior/Exterior Windows**

**Quarterly:** Clean window surfaces to be free of all traces of film, dirt, smudges, water, and other foreign matter shall be removed from frames, casings, sills, and glass.

### **Furniture, Countertops, Cabinets, and Appliances:**

**Daily:** Wipe down desktops, cabinet doors (interior/exterior) and handles, tables, chairs, countertops, microwave, doors, and doorknobs with disinfectant cleaner.

### **Waste & Recycling**

#### **Waste Containers:**

**Daily:** Empty trash and transport it to appropriate dumpsters. Clean interior and exterior surfaces of containers, removing dirt, spots, and accumulated grit. Replace container liner with appropriate size and return containers to their original location. The trash shall be deposited in the dumpster located at the respective complex. (The dumpster lids shall be closed to prevent trash from escaping or access to animals.) Trash receptacles shall be left clean, free of foreign matter, and free of odors.

**Recycle Containers:**

**Daily:** Empty all recycling containers (Glass, Aluminum, Paper, and Plastics) and place them in the appropriate recycling bin. Clean interior and exterior surfaces of recycling containers, removing dirt, spots, and accumulated grit. Replace the container liner with an appropriate size and return it to its original location when applicable.

**\*Commingling of Separated Waste Materials Prohibited\***

The Contractor shall not commingle or mix Recyclable, Organic, and Waste materials that have been separated for recycling by District employees or the ASC students. The Contractor shall not place into a waste/garbage bin any Recyclable, Organic materials that have been separated for recycling by District employees or the ASC students. The Contractor shall place separated materials into the appropriate bins.

**Spot Cleaning:**

Perform spot cleaning continuously. Spot cleaning includes, but is not limited to removing, or cleaning smudges, fingerprints, marks, streaks, spills, etc., from washable surfaces of all walls, vents, grillwork, doors, door handles, push-bars, kick-plates, light switches, temperature controls, and fixtures. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.

RANCHO SIMI RECREATION AND PARK DISTRICT  
Interoffice Memorandum

Date: February 7, 2024  
To: District Manager  
From: Director of Administration  
Re: Presentation of the Full-Time Employee of the Month for January 2024 to  
Brittany Wilson, Human Resources Coordinator

**BACKGROUND**

The Full-Time Employee of the Month for January 2024 is Brittany Wilson. Brittany is a Human Resources Coordinator with the Administration Department. She has been with the District for over 7 years, and this is her fourth Employee of the Month Award.



**NOMINATION NARRATION**

Brittany received two separate nominations in the month of January. The first nomination submittal stated: Brittany has been an amazing asset to the District and its employees. During the recent open enrollment period she was extremely helpful to employees with questions and inquiries regarding healthcare benefit needs. Numerous other employees have also stated that Brittany is always ready to help out whenever possible and always has a listening ear. It is really refreshing to know that we have someone like Brittany on our team.

The second nomination stated: Brittany does so much for the District, and deserves to be recognized for her hard work. She handles issues that arise with employees, organizes interviews, coordinates benefits, and many other tasks behind the scene. Brittany is responsible for making sure everyone in the District has their required training. She even scheduled several sessions on different days at odd times so the hundreds of part time District employees had the opportunity to come in and do the training. She took extra time out of her day to make sure she was available to staff if they have questions during the training. Brittany takes calls after hours to support staff when needed. She doesn't have to be a caring and kind person to get her job done, but she is. She finishes her daily tasks while making the time to make each employee feel heard and supported when needed.

**BOARD ACTION**

Brittany has been invited to attend the February 7, 2024 Board Meeting to receive a plaque from the Board Chair. She is also eligible for a day off with pay within the next 60 days.

A handwritten signature in blue ink that reads "Theresa Pennington". The signature is fluid and cursive.

Theresa Pennington  
Director of Administration

RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: February 7, 2024  
TO: Board of Directors  
FROM: District Manager  
SUBJECT: Review and Direction Regarding the January 11, 2024 Oak Park – Park and Recreation Planning Committee Meeting

**BACKGROUND**

At its' January 11, 2024 meeting, the Oak Park – Park and Recreation Planning Committee discussed and reviewed a Report on Planning and Development Issues in Oak Park, including a Recommendation regarding Removal of Trees along the Southwesterly Side of Lindero Canyon Creek, the Grounds Maintenance Report, the Oak Park Recreation Programs Report, a Report on District Transition from “At-Large” to “By-Division” Elections, a Report on the Oak Park-Park and Recreation Committee Structure and Appointment of Members, and Electronic Mountain Bikes on Trails. The Committee decided to postpone discussion of several other items that were included on the agenda.

**DISCUSSION**

The Committee took action and/or discussed the following items of note:

Regarding the Report on Planning and Development Issues in Oak Park, the Committee voted 5 to 0 to remove three trees along the southeasterly side of Lindero Canyon Creek as recommended by staff. The Committee also discussed the process and timeline for the conversion of tennis courts to pickleball at Deerhill Park and the status of fire resiliency grant funded projects along Medea Creek.

Regarding the Report on the Oak Park – Park and Recreation Committee Structure and Appointment of Members, the Committee discussed the short and long-term effectiveness and future of the Oak Park Committee. Following discussion, the Committee Members understood and supported the need to consider restructuring or discontinuing the Committee. If the Committee is discontinued, the Committee expressed a desire to still have mechanisms in place for outreach and to receive input from the Oak Park community. Staff anticipates an agenda item on the topic and further direction from the Board at its' February 21, 2024 regular meeting.

Regarding Electronic Mountain Bikes, the committee discussed current usage, signage, enforcement, and education.

The Committee's January 11, 2024 meeting agenda and package, which provides additional detail regarding the meeting and the items reviewed and noted, is provided as an attachment to this report.

## **RECOMMENDATION**

Staff recommends that the Board review the January 11, 2024 Oak Park - Park and Recreation Planning Committee report and discuss and provide direction, if desired, on the items discussed by the Committee.

A handwritten signature in blue ink that reads "DAN PARANICK". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dan Paranick  
District Manager

**RANCHO SIMI RECREATION AND PARK DISTRICT**  
**REGULAR MEETING**  
**OAK PARK – PARK AND RECREATION PLANNING COMMITTEE**

**AGENDA**

THURSDAY, JANUARY 11, 2024 AT 6:00 P.M.

OAK PARK COMMUNITY CENTER & GARDENS  
1000 N. KANAN ROAD, OAK PARK, CA 91377

Chair Dan Cooper, Vice-Chair Harry Medved  
Members; Brian Mattson, Ning Rosenthal, Eric Tescher,  
Brian Trushinski [MAC Appointee], Jim Moynihan [OPUSD Appointee]  
Lilah Zweig [Youth Appointee]

The “Oak Park Committee” meets regularly in Oak Park on park and recreation matters specific to the community of Oak Park. The Committee is advisory to the elected members of the Board of Directors for the Rancho Simi Recreation and Park District. Additional information may be found on the District’s website at [www.rsrpd.org](http://www.rsrpd.org) or by contacting the District at (805) 584-4400.

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)
- V. APPROVAL OF MINUTES
  - a. Rancho Simi Recreation and Park District Oak Park – Park and Recreation Planning Committee Special Meeting – October 12, 2023
- VI. PRESENTATIONS - NONE
- VII. CONTINUED BUSINESS – NONE
- VIII. NEW BUSINESS
  - a. Report on Planning and Development Issues in Oak Park, Including Discussion and Recommendation Regarding Removal of Trees along the Southwesterly Side of Lindero Canyon Creek Adjacent to 224 Concerto Drive in Oak Park
  - b. Grounds Maintenance Report
  - c. Oak Park Recreation Programs Report

- d. Report on District Transition from “At-Large” to “By-Division” Elections
  - e. Oak Park – Park and Recreation Committee Structure and Appointment of Members (Verbal)
  - f. Items Requested by Committee Members to be Added to the Agenda
    - 1. Add Bathroom Facilities for Chaparral Park (Rosenthal)
    - 2. Deerhill Park Tennis Court Conversion Project Update (Rosenthal)
    - 3. Oak Park 2023 Expense Review (Rosenthal)
    - 4. Oak Park Community Center and Park Property Ownership Information (Rosenthal)
    - 5. Mae Boyar Park Building Rental Status and Renter Rules (Rosenthal)
    - 6. Electric Mountain Bikes on Trails (Tescher)
- IX. WRITTEN COMMUNICATIONS OF NOTE
- X. COMMITTEE MEMBERS: BRIEF ANNOUNCEMENTS AND BRIEF REPORTS REGARDING THEIR ACTIVITIES
- XI. DISTRICT MANAGER REPORT
- XII. ADJOURNMENT

  
Dan Paranick, District Manager

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The agenda and staff reports are posted on the District’s web page at [www.rsrdp.org](http://www.rsrdp.org). Individuals with a disability that may require accommodation to participate in this meeting should contact Sandra Salute via email at [Sandras@rsrdp.us](mailto:Sandras@rsrdp.us) or phone (818) 865-9304. Upon advance notification of the need for accommodation reasonable arrangements will be made to provide accessibility to the meeting.

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# Rancho Simi Recreation and Park District

## Oak Park – Park & Recreation Planning Committee

### MINUTES

October 12, 2023; 6.00 p.m.

Oak Park Community Center & Gardens

1000 N. Kanan Road, Oak Park CA 91377 – (818) 865-9304 – www.rsrpd.org

Chair Dan Cooper, Vice-Chair Harry Medved  
Members; Ning Rosenthal; Brian Mattson, Eric Tescher,  
Brian Trushinski [MAC Appointee], Jim Moynihan [OPUSD Appointee]  
Lilah Zweig [Youth Appointee]

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE - Chair Cooper called the meeting to order at 6:06 p.m. The Pledge of Allegiance was led by Lilah Zweig.
- II. ROLL CALL - Chair Dan Cooper, Vice Chair Harry Medved, Members Brian Mattson, Eric Tescher, Brian Trushinski and Youth Appointee Lilah Zweig. District Board Members Ed Abele and Brian Dennert. Staff in attendance included Nikki Collier, Nikki Davy, Richard Lemmo, Zach Miller, Wayne Nakaoka, Dan Paranick, David Podschun, Sandra Salute, Jennifer Santos.

District Manager Dan Paranick advised attendees of Speaker Cards, gave an overview of the Committee. Packet was posted on Friday, with minutes added on Monday. Added Supplemental packet with bike bells and pickleball communications.

MAC Appointee Trushinski acknowledged Dale Thomas, a member of Supervisor Jeff Gorell's office that was in the audience.

- III. APPROVAL OF AGENDA - Tonight's Agenda was approved with item V. b. being moved to V. a. on consensus.
- IV. PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

A member of the public, Robert Convey, is a 25-year resident and is talking about the creek and clearing of dead material. Has worked on the volunteer committee to clear out dead material near Community Gardens and would like to formally devise a plan for 400 feet of the creek bed to be cleared and kept safe.

Member Trushinski responded he is appreciative of his involvement. The creek involves district and watershed. Previously got permission from Parks and obtained waivers from volunteers. Can actually see the creek now and Staff Member Nakaoka donated a bench.

- V. APPROVAL OF MINUTES
  - a. a. Rancho Simi Recreation and Park District Oak Park – Park and Recreation Planning Committee Special Meeting – July 13, 2023. Chair Cooper requested a correction to

Vice Chair Medved's statement on Pickleball to read "Vice Chair Medved doesn't want new courts in other parks that are quiet and peaceful. Wants tennis voices to be heard." and "Vice Chair Medved stated that he would expand the discussion of pickleball beyond just the pickleball community in Oak Park including Deerhill being dedicated pickleball courts." MAC Appointee Trushinski requested his comments be amended as follows on VIII. B. "would like to see the signage around the lagoon be unique and educational. Would like a number of signs around the pond discussing the environmental interpretation and significance of the pond and its facility. Would like to see a vegetation buffer on both sides of Medea creek for wildlife protection and discuss with Ventura County Watershed." Director of Recreation Miller requested the word free be removed from item g. 3. regarding bike bells. Chair Cooper moved to approve the Minutes with the admendments. MAC Appointee Trushinski seconded the motion. The motion carried with the following vote:

Ayes: Chair Cooper, Vice Chair Medved, Member Mattson, Member Tescher, MAC Trushinks!

Noes:

Abstain:

Absent: OPUSD Appointee Moynihan

## VI. PRESENTATIONS

### a. Recognition of Scout Project at Archery Range – Verbal Report

While the scout, Leo McDonnell, was not able to attend the presentation, Staff Member Nikki Collier provided an overview of the Eagle Scout project that was completed at the Archery Range which included 30 volunteers who built two picnic tables with umbrellas, repainted an existing picnic table, and built two trestles. Leo raised over \$1000 for this project and the installation was completed with the assistance of Eugene Molnar.

## VII. CONTINUED BUSINESS – NONE

## VIII. NEW BUSINESS

### a. Oak Park Pickleball Update – Verbal Report

Director of Recreation Miller provided a verbal report which recapped the history and the discussion at the last Oak Park Committee meeting and last Board Meeting outcome. In 2019 it was decided to repaint lines and share courts for Pickleball. At the July Oak Park Committee meeting the discussion of pickleball was raised as part of the Capital Improvement Project from the MAC. The District notified members of the community via the Acorn Newspaper, various social media sites, notified four HOA's that surround the park, and posted at all three tennis courts. At the meeting, 60 people attended in person, with approximately 45 speakers. There were approximately 90 people that attended via Zoom. 82 emails were received, both for and against conversion. Options for the Board to consider included converting Deerhill to dedicated pickleball; convert Mae Boyar and Indian Springs to dual use courts and convert Mae Boyar to dedicated pickleball. Staff survey showed Deerhill to be more pickleball, Indian Springs more tennis. Also discussed at Board meetings was noise

pollution and options to minimize. Discussed joint use with OPUSD.

Vice Chair Medved thought the OP Committee was deliberating within the Committee first before going to Board. Surprised the Board would make that decision without coming to the Committee first from a MAC meeting. District Manager Paranic responded at the July meeting we specifically asked if you wanted this to come back to the Oak Park Committee or did you want the Board to take it up. The Committee asked for a Board agenda. Board Member Abele stated the Chair requested it to go on the Board Agenda and you voted on it. That is why we invited all pickleball and tennis players to this meeting to discuss.

Member Medved stated maybe he is misremembering or there is miscommunication but Simi Valley should not decide for Oak Park. Didn't know all of Deerhill's tennis would be converted into pickleball courts; this is a momentous occasion.

Member Rosenthal asked about the timeframe of the survey. Director of Recreation Miller responded it went for two weeks from September 5 to September 19, every day and every hour from 7am to 10pm. Rosenthal asked for clarification on District, Miller responded within District boundaries.

Chair Cooper asked if you were exploring various locations from tennis to pickleball. Miller responded that they explored various options including restriping and converting to dedicated courts. Cooper asked if any Simi Valley locations were viewed, Miller responded Simi Valley already has 24 public courts dedicated to pickleball. This was about the Oak Park need. Cooper asked about how you arrived at the methodology. Miller responded historically cameras were used in the last study and a point was made that people used the cameras to their advantage by showing up. Paranic also stated that it was not a scientific study, but an informational one. Cooper asked about the registration for pickleball lessons; was that Simi Valley or Oak Park. Miller responded it was only for Deerhill Park. Cooper asked if people were driving into Oak Park to play pickleball, wouldn't that bias the survey. Miller responded that their report did acknowledge that Agoura, Calabasas, Westlake Village and Thousand Oaks have limited pickleball facilities. Cooper asked what the breakdown of that would be. Miller said we have anecdotal evidence, while the lessons are factual. Cooper asked who is playing pickleball at Deerhill. Miller responded that people living in this community have asked for dedicated pickleball. Cooper stated that it is important to know who is coming to play, why they are playing and what other options are available across the District or indeed what is within a 15 minute radius.

MAC Appointee Trushinski asked, under the Brown Act, what is the notification for meetings. District Manager Paranic responded 72 hours for a regular meeting and for a special meeting it is 24 hours. Trushinski said we went above and beyond. Trushinski asked if sound barriers were a part of the design, or just a consideration. Director of Recreation Miller said the full project needs to be reviewed by the Board. Paranic also said aesthetics are part of the project review.

Chair Cooper asked what outreach was done to the HOA. Director of Recreation Miller responded, emails went out the Management Companies and asked them to distribute to their residents. Cooper asked what date. District Manager Paranic responded 10 days before the meeting and the full agenda was posted on the Friday before the

meeting and sent out. Cooper asked what the announcement in the Acorn was. Miller responded in the first two or three pages of the paper, 4x10 column, language was the discussion on pickleball and the possible conversion of Deerhill courts to pickleball.

Member Mattson inquired about portable lights being set up at Deerhill. Director of Recreation Miller stated we were aware that portable lights were set up past 10pm and we engaged Rangers to do more patrols to ensure parts were shut down at 10pm.

Member Rosenthal asked if there is any study on the impact on the community from a full conversion. District Manager Paranick responded planning process has conditions. Analysis was done as part of the original planning of park. Have the flexibility to change park within those parameters and based on things changing. Rosenthal responded pickleball was not popular then and has a lot more impact. Paranick stated permitting process is through Ventura County which will give us guidance on what studies that we need to conduct. Cooper asked where we were in the planning process. Paranick responded permitting should be straightforward but haven't started yet.

Chair Cooper is in the throes of a big mess at Deerhill and wasn't aware of the level of noise and rudeness, was this picked up in survey. District Manager Paranick responded over the past two years has received approximately six or seven complaints which is normal for a park so didn't hear from the community that it was egregious. Survey only recorded who was using.

Board Member Dennert has asked for a joint use agreement with OPUSD that may help in a variety of ways; community can ask their school board as well. Dennert heard feedback the decision was rushed, but it was not. MAC raised the issue, then discussed at Committee meeting then Board had long discussion. Did reach out to Member Medved but didn't hear back. Read every email that was submitted. Acorn article was on page 5, first paragraph. Did communicate, and people had a choice to know. Is committed to sound barriers, cannot decide without looking at options first and impact to neighborhood. Further stated Board Member Abele asked if OP Committee wanted on Board agenda, and Committee said yes. Member Rosenthal asked if any research has been done on sound barriers in other areas. Has read that Pickleball should not be built-in high-density areas. Board Member Dennert responded has seen options, some people living near this park said sound was fine, others said loud. Member Medved said he is not a voicemail person, for the future send emails to Committee members. District Manager Paranick responded emails are sent out to all Committee members. Board Member Abele said a number of people drove to Simi Valley from Oak Park and attended via Zoom. Member Cooper said agree with communication, issue is the district is ignoring the problem currently at Deerhill, pickleball players are being rude and there is noise.

MAC Appointee Trushinski asked when working with OPUSD, is this progressing and if the Committee can be updated monthly. Member Dennert responded he has been asking for years and have requested our staff to discuss. Director of Recreation Miller responded that he has approached the Superintendent and this staff and at that time yes but wanted to focus on the pool first. Discussions with staff said District would progress with pool, then pivoted to sand volleyball. Since this time, conversations then ceased. Discussions continuing on other issues/areas, however nothing definite.

Member Tescher asked whether there will be any sound changes from converting from four to six courts. How has the current sound issue been addressed. Director of Miller said converting from four to six would probably contribute to more sound. Depends on the number of players and depending on whether they play shorter games as they will have greater access. Cannot answer scientifically. More of the sound complaints are coming from Pickleball players playing before 7am which is being addressed with Rangers. Minimal sound issues during normal park hours.

Chair Cooper opened public comments.

Carol Henry – Oak Park resident 11 years. Appreciate harmonious nature of Oak Park. Pickleball is disruptive and seems to be the only group that disturbs community. Silent majority of people want things to remain the same. Should be able to add something without taking something away. Should not have to go to Simi Valley to be heard. Just because there are no complaints doesn't mean it is not happening.

Sue Dermott – Oak Park resident. Appreciates the time and this meeting. Important to understand the noise level and when you add more courts there will be more noise. Plays both and waits 30 minutes to play pickleball. Just because you don't hear doesn't mean it doesn't happen. Pickleball player sits on court and forces people to leave. Need to survey the neighbors near Deerhill. Sound and traffic issues. Tournaments will increase traffic.

Dan – is both a pickleball and tennis player and they should be able to play together on same court. Would like to see it as a multipurpose court. Don't waste money.

Pam – third time attending a meeting on this subject. Board rushed decision and she has a petition with over 600 signatures. Noise, traffic, congestion issues being ignored. Research is not correct. Tennis players are being forced out. Lack of outreach and communication. Conversion may happen but we are here tonight and want to support and to be heard. Work with MAC – asks Trushinski to add to MAC agenda.

Steven Hoffman – has spoken eight times this year on this subject. Things change and peoples wants and needs change. Moved here in 1985. People are getting older, community is getting older. Pickleball is more popular at Deerhill. Is on the court almost every day and has not seen any issues. Has only had one tennis player that was rude. 500 school kids are being transported into the community every day. 40 or 50 people playing pickleball at a time. Not more than 24 people waiting usually. As an ambassador told people to stop playing before 7am and after 10pm and has checked with the District and no further complaints.

Jerry Burdick – Long time tennis player – played for 24 years. Now 84 years old. Never heard tennis say hate pickleball but hear pickleball says they don't like tennis players. Doesn't go to Deerhill anymore. Six courts; trying to split those courts for pickleball to have free lessons. Your statistics say 60% out of District using six courts. Always been busy, not sure how much more impact more pickleball will have. Should provide for both.

Kim Kavett-Moore – Petition was started last night and we have over 500 signatures for not converting to pickleball. Will send to District. Also consider building in Oak

Canyon Community Park or open space in Agoura. What about building in abandoned malls? Explore other options rather than Deerhill. Respect the research across the country of pickleball impacts.

Deet seeded time to Chris Ruan – Thanks to the District for serving Oak Park. Acorn is being used by the District to communicate but doesn't think this is appropriate and not a good media. Issue has been going on but didn't know about it. We should not need a shared use agreement with the school, they have already opened the courts up to us.

A member of the general public thanked everyone for being here. Not a tennis or pickleball player. Play recreationally but can't even play at Deerhill and it is not worth it to drive around Oak Park to play. Data was skewed for survey as could have counted players twice if they played for two hours so it is inflated. Throw it out and do a scientific study. Understands permitting but community is crying out to you to for a traffic and noise pollution survey. There is not enough room for a fire truck to get through. I pay HOA and taxes and it is ridiculous I have to take my life into my own hands.

John Dechene – is a pickleball coach and there are two sides to every story. Has seen rude tennis players. Conejo has a ratio 50/50 of tennis and pickleball players. Oak Park has 1/3<sup>rd</sup>. Pictures from this morning show no one playing other than Deerhill. Deerhill is a multiuse park.

Ron Rule – moved here in 1999 and plays pickleball four times a week. Cannot play in the evenings anymore due to wait times. We need dedicated courts. Cannot have just Oak Park residents using all facilities. Offended by comments of rude pickleball players and has never seen evidence of this happening. Most are retired and older players. The traffic comes from the apartment complex of Chambord that was built after the park.

Rahul Gonguli – lives near Regency Hills and Deerhill has access to multiple homes. 10 to 15 cars lined up on Deerhill everyday and kids are walking to school. What analysis of parking impacts has been done. Now need 25 more parking spaces due to more people. Sound impact is more and there are lawsuits on this issue. Neighbors didn't sign up for this extra noise. We need to be heard.

Randy Serrano – seeded to Steven Hoffman. We understand pickleball is loud but want to share. Working on pickleball products that are 40% quieter, both balls and rackets and received an email from the official US Pickleball Association.

Ming Fei – Oak Park resident and is against conversion of courts for safety, noise and traffic issues. Decision making is not transparent. Rushed into decision. People are disappointed by this decision. Daytime doesn't tell the story. Practice every day and survey doesn't tell the true story.

Steve – Lives near Deerhill. For the two weeks of the survey, how many people are from out of District and needs to know this before decision. Deerhill road is very narrow with two schools and is very busy. How many people play tennis. Oak Park traditionally has tennis players.

Wendy Chatley – as much as you say not a rushed decision, it was. Spoke at the Board meeting. Oak Park residents overwhelmingly said they were opposed. 43 Oak Park residents were opposed, five for. Traffic is bad on Deerhill. Pickleball keeps tennis players out, waited for over an hour last week. Board members related her comments about rude pickleballers and said we need to bring comments. We avoid playing tennis there. Outside players should not have influence on how we play. Analysis is inaccurate.

Chair Cooper read comments from cards:

Kurt – the tennis coach at Indian Springs takes up to 10-12 hours a day making money, why does he get to do this?

Judy Barrow – concurs with finding a solution that works for all but not at the expense of losing tennis at Deerhill. Survey residents about noise and traffic.

Rob Taylor – tired of hearing about this for many years in Simi Valley and Oak Park. Been discussed over and over again. Glad a decision has been made. Please don't reopen and bring up again. For traffic, can paint the curb red and can use police to provide traffic enforcement. Traffic is already there.

Gary Singleton – is a mountain biker. Cannot build any more courts in Deerhill as it doesn't have the infrastructure. Needs an impact study. Was told that Hardy's development built the park for them. Park is heavily used by a variety of sports.

Anne Altman – four years playing pickleball four to six times in the morning. Has not seen rude players. Saturday between 8am and 11am that is dedicated pickleball time. For firetrucks, pickleball players are there between nine and 10:30am and have seen firetrucks going through the area. Only place for pickleball, tennis has other courts. No tournament since before COVID.

Jack – 11 year resident and doesn't play either. Freedom of choice. This is our land and we pay taxes. Listen to the people.

Ted Volk – talking about this for four years. Is confused, thought pickleball was already there. Building six more courts when there is no more space there, they shouldn't have them.

Chair closed public comments.

Chair Cooper reminded people that they are an advisory committee only.

Board member Dennert clarified, not adding six more courts, currently four tennis courts which will be converted into 6 pickleball courts. Can work on the traffic and parking. Meeting was in Simi Valley as it was requested by an Oak Park resident to have Zoom, which we cannot do in Oak Park. This issue came from the MAC and Oak Park residents, not Simi Valley residents.

MAC Appointee Trushinski stated the MAC has never taken a stance on tennis or pickleball. Park is owned legally and governed by the District, is not county of Ventura facility. We have no jurisdiction. MAC can only give input. Ventura County Board of Supervisors cannot tell Rancho Simi Board of Directors what to do, not more than

they can tell the City of Los Angeles what to do. Supervisor Gorell has been hearing your input his representative attended Board meeting last week. There is only so much in terms of the law what the Advisory can do. Is not a decision-making body. Ventura County makes decisions. Have heard from the pickleball community for well over a year, have not heard much from tennis. MAC wanted this to get addressed but wanted it in front of the decision makers.

Board member Dennert stated what he has heard was shared use was not working, even though they should have been able to share. On the agenda, which was emailed to every person on this Committee, there were multiple choices. Within your budget, could not build new courts. Thought this was the best outcome. Cannot just build elsewhere, this comes with a new set of issues. Not just in the Acorn, emailed HOA, posted to Facebook, and the Facebook Oak Park Community Group, also emailed Committee members. Publicized and the most popular meeting we have had in a long time. Driving around looking to play is ridiculous and heard it was a defacto pickleball court. Very few Simi Valley people are coming here, it would be Agoura and Westlake and neighboring communities. Looking at sound damping outcomes. Still thinks we should add sound barriers. This has been a long process. We communicate and read your emails.

Board Member Abele stated as part of our motion that we passed is exploring more sound measures and wants to hear more on that. No expansion of court space, all within four courts.

Chair Cooper stated Board worked hard to reach out to the tennis and pickleball communities. There is a third community that has not been reach out to, the neighbors of the park. Don't want our parks to be a nuisance to the neighborhoods.

Member Rosenthal agrees with Chair Cooper. Real people live here and are being effected. Want people to be physically active, however loud sports impacts neighbors. Traffic is bad there and crowded. Kids are walking to school. So crowded. Took pictures today and there is no way this cannot be expanded to six courts. Was on Board meeting, said considered taking over basketball court and was irritated at decision and voice was not heard and we were ignored. Adding six courts will be advertised around the world and everyone will flood into the area. There will be tournaments and fire concerns.

Youth Appointee Zweig stated lines were discussed at last meeting and agrees with Member Rosenthal. Is concerned about noise and traffic and it is completely unacceptable that emergency services are blocked. Has personally witnessed a traffic accident on Deerhill road on a weekend. Would not be able to hear pickleball noise everyday.

Member Mattson is a 32 year resident of Oak Park and stated the look and feel has changed over time. Is more than a tennis or pickleball community. We are all activities. Traffic is not from pickleball. Traffic is from residents and non-residents and from these parents picking up and dropping off kids. We have one of the best fire districts here and if there is a traffic issue, they will be the first ones involved. No Simi Valley resident will travel here. Not fair pickleball should drive there. Heard about rude behavior and thinks ambassador will address with those people. Thinks it was a

fair decision, it is not fair that you didn't read your Acorn. Every house gets one, read it. Staff do good work, we have beautiful parks. We are one District and we have staff that work and live here. Agrees about the sound issues. Let's not blame the traffic on the pickleballers.

Member Medved said we have an incredible community and an incredible park service. Don't want a separate District, we cannot afford it. The Board does look out for us, both Board Member Dennert and Abele are here tonight. The district's life would be easier without us. Apologized if his lack of communication caused confusion. Tennis was not represented at the last meeting. Though it would be brought back to the Oak Park Committee. Two diverse groups, one in Oak Park and one outside of our community. Diverse community and Oak Park is traditionally tennis. Wants to keep traditions and wants to rescind decision and feels we missed fresh voices.

Member Mattson stated that trying to meet the needs of all the community, there are other tennis courts.

Member Rosenthal said we are one community. Building six courts will impact the neighbors on people's health. Does not live near that park but would not want to listen to that noise every day. The traffic is bad, and we have out-of-school children that attend these schools and we need them as we don't have enough students to have our own district. Agree we need pickleball courts, but not there.

Chair Cooper stated don't have the authority, but now that we have heard from the community, we owe it to the community to make a motion to ask to rescind the decision.

MAC Appointee Trushinski stated it's our park, it's our court. It's not. It's everyone's park and anyone can use. Territory things concern me. Noise damping is essential, and residents need that. We did punt this back to the Board of Directors, it was then their call and their decision. Shame on us for not taking a stance earlier. We have already told them it's their decision. I do not think we can ask them to rescind it as then the pickleball community comes back to us and the issue goes on. Oak Park has no more land to build on. District gets money from your assessment, which is low. Want more things, you need to pay more. Do you want user fees to hike or to play more sports? Grants are a way to raise more money and the district does that, but they are highly competitive. Builders pay part to the district when they build, but we are out of land, we are already built up. We are using up reserves and are on fumes. Build more courts with what money, it's not there. We are in deficit spending. Want more things, no more money. Have enough to maintain what we have and what we have is good. Curbing and signs are great for traffic. Need to do better with civility. We need to do better. Does the shared facility at Deerhill work? I'm hearing from both sides no, cannot share. Thinks we will be discussing it again in 2024, but need a solution that works for us. We are a great community, and this is splitting us.

Member Rosenthal stated for the District to build six courts, we pay a higher rate for government works – prevailing wage. So, \$160-180,000 to build private courts. I am not making that much and I don't know if you are. Where are our tax dollars going. If it is \$200,000 to convert, build elsewhere, don't know where, but support that.

Member Tescher stated is new to the Committee and is not familiar with all the history. Hears there is an argument between tennis and pickleball, then the Board makes a decision, then 3<sup>rd</sup> contingent comes up. Not sure how to deal with that.

Chair Cooper didn't anticipate this. We don't need to stay mute. We can ask them to change decision.

Member Tescher stated sound, parking, traffic and safety needs to be properly addressed. Asked how the Simi Valley neighborhoods are handling and can the south entrance of Deerhill be utilized. Doesn't think fire trucks were blocked during Woosley Fire.

Chair Cooper asked if Simi Valley is having this issue.

District Manager Paranick responded yes, has received complaints, but not necessarily related to pickleball. Could be lights, special events or other related issues. Constantly making choices as policy makers and elected officials. Balancing the needs with the neighbors around that park, for example lights. Not black and white decision, usually grey, and this is where Boards and Committees are asked to step up to mitigate issues. Use Rangers. Permitting takes conditions into account. Rules posted on courts. Comply with City Ordinances. Comply with County or City codes. Board has some flexibility within those ordinances and codes.

Chair Cooper asked if we made this decision without full knowledge of the issues and are we making a bad decision worse. Do we make a recommendation to reconsider. If not, do we want to make some recommendations to the Board based on what we heard tonight.

Member Rosenthal said it is not applicable to other sports, pickleball plays all the time and is constant, not like soccer. With six courts thousands will be playing there.

MAC Appointee Trushinski asked can we have an Advisory Committee with two tennis players, two pickleball players, two committee members and two staff members with a fixed objective, to look at all the options and provide a report before bidding starts. Should be a community committee.

Board Member Dennert stated the Board has already provided staff direction to go ahead. Would have to be another agenda item.

Member Rosenthal recommends to pause.

Board Member Abele stated Board has made a decision. Any Board member can put on an agenda item. A Board Member who voted in the majority can only be the one who makes the motion.

District Manager Paranick said under the Brown Act, can have an Ad Hoc Committee.

Member Tescher asked if the design takes into account sound, traffic.

Member Rosenthal disagrees, Ad Hoc Committee should look at all options. Paranick asked who will pick and how will you select members?

Chair Cooper made a motion to work with Member Rosenthal to form a working group to study the pickleball issue at Deerhill Park and to recommend solutions to the Committee. Vice Chair Medved seconded the motion. The motion carried with the following roll call vote:

Ayes: Vice Chair Cooper, Member Medved, Member Tescher, MAC Trushinski

Noes: Member Mattson

Abstain:

Absent: Member Moynihan

Member Rosenthal made a motion to request that the Board with their authority to rescind their decision on a permanently converting the Deerhill Tennis courts to six pickleball courts. Vice Chair Medved seconded the motion. The motion did not carry with the following roll call vote:

Ayes: Vice Chair Cooper, Member Medved, Member Rosenthal

Noes: Member Mattson, Member Tescher, MAC Trushinski

Abstain:

Absent: Member Moynihan

Chair Cooper called a recess at 9:06pm.

Chair Cooper called the meeting to order at 9:18pm.

- b. Presentation Regarding the Rancho Simi Recreation and Park District's Process to Establish "By-Division" Elections for Board Members, Including an Introduction to Districting

District Manager Paranick recapped the presentation. Board Member Abele requested to present to the Committee. Board has decided to proceed with By District Election as litigation against Districts have been happening across the State. Governed by State Law. Our Board is being proactive.

Member Rosenthal asked whether under the CA Voting Right Act, sounds like it is encouraged, but not required. Paranick responded if you go to litigation, then it is hard too not do it. Applies to any voting government agency. Rosenthal asked where Oak Park will reside. Paranick responded Oak Park will be drawn into a Simi Valley area that needs to meet the population requirement and the Board will make the decision. Paranick also stated the committee can make their own map.

MAC Appointee Trushinski stated Oak Park is in the hole in the donut. Makes sense to join Wood Ranch as they share parks and trails. The 143,460 population number includes non-voters and those under 18. Both Abele and Paranick will ask this question to the demographer. Board Member Dennert said it was citizens, not voters. Trushinski responded that the law doesn't say five districts. Paranick stated as we were formed under a different state law, a different process applies and will ask our attorney to clarify at our next meeting.

MAC Appointee Trushinski stated that someone has to take in Oak Park, whether they like us as a community or our financial situation. Paranick stated that overlaying that

is the entire District. It will still be a District as a whole. Board Member Abele added Oak Park will be in a 50/50 District, Simi Valley will need Oak Park votes so will pay attention to Oak Park needs. Chair Cooper read that Wood Ranch has concerns and doesn't want Oak Park. Trushinski stated that Wood Ranch shares a fire protection area, so have a common interest there, in addition to sharing trails. Board Member Dennert added concerns include if you represent Oak Park, what happens if your representative doesn't live there, are they going to try and get your vote.

c. Presentation of the Rancho Simi Recreation and Park District Approved Final Budget for Fiscal Year 2023/24

District Manager Paranick recapped the presentation on the Approved Final Budget.

District Manager Paranick recapped the Oak Park Assessment that Simi Valley does not have. Is tied to CPIS and automatically increases. Board Member Dennert asked for the other assessment, the debate to increase will occur in May or June. Would like to have feedback from the committee. Thinks that raising \$1 is not a huge increase but will need to look at either raising assessment or cutting services. Feedback will be due in April of next year.

District Manager Paranick stated Oak Park Capital Improvement Projects are one-time costs and are funded by revenue. Some are grant funded. Lagoon crossed fiscal years, so this cost was paid out in this financial year. Funding for interpretive signage and for kiosks. Paranick, Miller, Nakaoka and Molnar toured the exercise equipment and cleared out the brush. Signs will be replaced, and graffiti will be removed. MAC Appointee Trushinski stated one piece looks like it is missing parts. Paranick asked for pictures, and they will address. Board did vote to include \$200,000 for pickleball which is not included here, which will come from the Simi Valley budget or from the Oak Park fund balance. Board Member Dennert noted this is why Pickleball speakers asked for a conversion, rather than building a new court so the cost would be manageable. Paranick agreed, adding that a new facility would be around \$2,000,000. Rosenthal asked about the District providing the land and a private company funded it. Paranick said this was a public/private partnership. Subject to Prevailing Wage which is a State Law.

Member Rosenthal asked about the Supplies – Before and After School Club as this program is no longer available. Also asked about Pool Supplies, Clothing and Supplies and Uniform Allowance. Director of Recreation will research and provide more detail on the ASC, and stated the two other line items are for Maintenance staff and Rangers. Paranick added that descriptions are general, for example Pool Supplies is for the splash pad.

District Manager Paranick recapped Grants. District is on the agenda for the MRCA meeting next Tuesday night for a \$1,000,000 grant for Medea Creek. Looking to balance both environmental and riparian interests along with fire needs. Applied for the CALFIRE Grant for \$1,500,000 which we did not get, however worked with MRCA to resubmit at \$1,000,000. There may be more money available to get to obtain the other \$500,000. We will prioritize the Y closest to houses and the invasive palms. Paranick stated that the MRCA Board is large and generally it is approved without too much debate or many questions. Paranick added will bid in sections and prioritize

areas, mainly along Medea Creek. MAC Appointee Trushinski agreed, saying Medea Creek was the priority.

- d. Report on Planning and Development Issues in Oak Park, Including Discussion and Recommendation Regarding Performing a Tree Report/Survey along the Southwesterly Side of Lindero Canyon Creek

Director of Planning and Maintenance Nakaoka recapped his report. Monument sign was designed in-house, and the address is required by Fire Department and the Post Office to be on the sign. Staff Member Santos provided samples of the interpretive signs and confirmed they are tamper and graffiti resistant. Nakaoka confirmed that Southern California Gas Company will test their gas line with water in July of 2024. The annual tree trimming was completed as of today. Member Mattson commented on the number of signs in the picture in Exhibit A, and stated there were complaints about NextDoor. Paranick responded we may take out some later, but due to the issues needed to make the general public aware of the rules.

Nakaoka reviewed the Arborist Report for Trees along the Southwesterly Side of Lindero Canyon Creek which includes between 90 and 100 trees that need to be assessed due to one tree falling into a neighbor's yard, which destroyed a fence and damaged a patio and furniture. The overall cost range for the survey would be between \$27,000 and \$30,000 and would be available from the Oak Park Reserve Fund. Paranick added that we try and keep the natural place natural, however we have liability if our property is imposing or prevents a risk to private property. Recommends study and provide feedback to Committee to provide a recommendation. HOA would like it done tomorrow, so you may hear from them.

Member Mattson asked about V ditches that back up to HOA. Paranick responded yes, we should be doing V ditches. Mattson said there was some behind Sterling Oaks that are blocked going into the HOA. Will send pictures to Nakaoka to confirm.

MAC Appointee Trushinski made a motion that the planning committee recommends to the Park District Board of Directors approve the request to perform a tree report/survey along the southwesterly side of Lindero Canyon Creek at a cost not to exceed \$30,000 with funding derived from the Oak Park Reserve Fund. Chair Cooper seconded the motion. The motion carried with a consensus.

- e. Grounds Maintenance Report

Read and file report.

- f. Oak Park Recreation Programs Report August-October. Sandra Salute, Oak Park Supervisor recapped attached report. Added the Indian Springs ballfield renovation is completed.
- g. Approval of Oak Park - Park and Recreation Planning Committee Meeting Schedule

MAC Appointee Trushinski stated the MAC meeting happen close to these meetings however the agenda is not published with enough time for the MAC members to review. District Manager Paranick responded with how the timeline happens.

Meeting scheduled approved.

IX. ITEMS REQUESTED BY COMMITTEE MEMBERS TO BE ADDED TO THE AGENDA

- a. Add bathroom facilities for Chaparral Park (Rosenthal) – add to next agenda.
- b. Electric Mountain Bikes on Trails (Teschler) – add to next agenda.
- c. Bike Bells required on trails and eBike Safety (Rosenthal)

A member of the public, Eric Steiner, stated in the past trails were more for hikers but with better bikes, ebikes, etc. there are a lot more bikers, especially electric bikes. It has become very dangerous with the speed and the amount of traffic. Showed an example of a \$6 bell that can be required on all bikes. District mission statement includes wording on safety. People are now not using the trails because of the danger. Would like to consider it a requirement that bike bells be installed on our unique trails. Be a leader in safety so all people can enjoy the trails.

Member Rosenthal said we can add signs, but what about enforcement? District Manager Paranick also thought it would be very challenging.

Mr. Steiner said it would be better to ask and have more people do it due to a rule being in place.

Director of Recreation Miller stated CRPD has a volunteer division that provides free bells. There are multiple directions you can take on this issue, use volunteers, provide bells, policy or signage.

Member Mattson agrees on the bike bells, hikes a lot and appreciates the bells. Can see the issues with enforcement. Asked if there is signage that can be installed on the trails and likes the policy requirement.

Member Rosenthal would like to recommend to the Board to require bells on bikes on trails. Member Mattson seconded the motion. All ayes.

X. WRITTEN COMMUNICATIONS OF NOTE – None.

XI. COMMITTEE MEMBERS: BRIEF ANNOUNCEMENTS AND BRIEF REPORTS REGARDING THEIR ACTIVITIES – None.

XII. DISTRICT MANAGER REPORT

District Manger Paranick read out the two speaker cards for Districting that could not stay for the discussion. Added the Oak Park Committee election is coming up, with Rosenthal and Medved's seats available. Detailed report in January. Advertising December 19<sup>th</sup>.

MAC Appointee Trushinski asked for Districting notices, to use the newspaper with the greatest circulation. Paranick responded District will follow County.

Paranick concluded with working with Friends of Oak Park for tree planting near dog park.

XIII. ADJOURNMENT adjourned meeting at 10:42 p.m.

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Dan Paranick, District Manager

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The agenda and staff reports are posted on the District's web page at [www.rsrpd.org](http://www.rsrpd.org). Individuals with a disability that may require accommodation to participate in this meeting should contact Sandra Salute via email at [Sandras@rsrpd.us](mailto:Sandras@rsrpd.us) or phone (818) 865-9304. Upon advance notification of the need for accommodation reasonable arrangements will be made to provide accessibility to the meeting.

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**RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM**

DATE: January 11, 2024

TO: District Manager

From: Director of Planning and Maintenance

Subject: Report on Planning and Development Issues in Oak Park, Including Discussion and Recommendation Regarding Removal of Trees along the Southwesterly Side of Lindero Canyon Creek Adjacent to 224 Concerto Drive in Oak Park

Listed below is a brief summary of the planning and development projects in Oak Park.

**Oak Canyon Community Park – Monument (Entrance) Sign:** The new Oak Canyon Community Park monument sign was installed by Park District staff on November 20, 2023. This completes all Woolsey Fire and associated flood damage projects within Oak Canyon Community Park.

**Oak Canyon Community Park Lagoon – Interpretive Exhibit(s):** Park District staff met with Chair Cooper and Mr. Manju Venkat regarding the content of the interpretive exhibits to be placed adjacent to the Oak Canyon Community Park Lagoon. The topics will include an overview and history of Medea Creek and its importance to the Malibu Watershed, native bird and invertebrate species, habitat restoration, and educational information to limit invasive species. Draft signs should be available for the committee’s review at the next Oak Park Committee Meeting scheduled for April 11, 2024.

**Medea Creek Wildfire Resiliency Grant:** An amended California Fish and Wildlife Lake and Streambed Alteration Agreement (permit) was issued for the Palm Tree Removal Project on September 15, 2023. Our contractor (Four Seasons Landscaping) remobilized at the project site and completed the Palm Tree Removal Project on October 20, 2023. A Notice of Completion for this project was approved by the Park District’s Board of Directors on December 6, 2023.

As for the second phase of the Medea Creek Wildfire Resiliency Grant, staff is currently preparing plans to perform an invasive species and fuel fire hazard removal project within the natural park area of Oak Canyon Community Park. The work will start at Bromley Drive and work southerly towards the park’s cul-de-sac. The invasive species removal will primarily focus on the removal of Golden Wreath Wattle (*Acacia saligna*), Tree Tobacco (*Nicotiana glauca*), and any other dead or dry plant material encountered that could be considered a fuel fire hazard. To avoid environmental permitting requirements, no work is being planned within twenty feet of the Medea Creek watershed. Currently, the Park District is in negotiations with the California Conservation Corp (CCC) to perform the work.

**Medea Creek Hazardous Fuel Removal Grant Project:** The Park District’s Environmental Consultant, Envicom, completed the initial field surveys to prepare for the environmental permitting process with the California Department of Fish and Wildlife (CDFW). Environmental permitting is required by CDFW to clear and remove hazardous fuels in Medea Creek in the areas south of Kanan Road and along portions of No. Oak Hills Drive. Staff is working with Envicom to review and finalize the documents needed for CDFW review and approval.

**Wildfire Prevention and Resiliency Grant – Medea Creek Application:** The Santa Monica Mountains Conservancy awarded the Park District a \$1,000,000 grant to clear and remove hazardous fuels from Medea Creek. The project areas will be south of Kanan Road to Conifer Street, and north of Kanan Road between Deerhill Road and Doubletree Road. Staff is working with Envicom to initiate the environmental permitting process with CDFW.

**Annual Tree Trimming and Pruning Services:** Work on this project started on September 11, 2023, and was completed on October 27, 2023. A Notice of Completion for the project was approved by the Park District’s Board of Directors on December 6, 2023.

**Trees Removals along the Southwesterly Side of Lindero Canyon Creek:** On September 13, 2023, the Park District received notification that one of the trees along Lindero Canyon Creek within the Wistful Vista Open Space fell into the backyard of a residential home located at 4724 Rhapsody Drive in Oak Park. This tree destroyed the home’s existing wrought iron fence and a few backyard amenities. In addition, there was superficial damage to the home itself. The Park District’s insurance carrier has been contacted and will be adjudicating the claim on behalf of the Park District. As a result, a few other homeowners have contacted the Park District regarding concerns about the existing trees adjacent to their homes.

At its meeting on October 12, 2023, the Oak Park Committee recommended that the Park District’s Board of Directors approve having an arborist report/survey done of the trees along the southwesterly side of Lindero Canyon Creek.

Based on staff’s field discussions with Inaba Horticulture, LLC, the tree report/survey can be performed in phases to accommodate and lessen the fiscal impact on the Park District. The first report for trees adjacent to 224 Concerto Drive is attached as Exhibit “A”. This report indicates that out of the eight trees that are in close proximity to this residence, two of the trees are dead (Tree Numbers 7 and 8) and one is in a declining condition (Tree Number 6), for which the Park District is recommending removal due to safety concerns.

It should be noted that funding for the tree report/survey(s) and any associated tree removals are not included in the Park District’s *Final Oak Park Budget for FY 2023-24*, and will have to be paid for through funds available from the Oak Park Reserve Fund.

**Oak Park Committee Action Requested:**

Review and discuss whether it is the Committee’s desire to recommend to the Park District’s Board of Directors the removal of tree numbers 6, 7, and 8, as referenced in the tree report/study prepared by Inaba Horticulture, LLC, for trees adjacent to 224 Concerto Drive in Oak Park.

**Additional Oak Park Tree Removal Requests:** Over the past few months, the Park District has received multiple requests for tree removals within Oak Park open space areas that are adjacent to private residential lots. Most of these requests are prompted by insurance carrier notifications of potential cancellation of homeowner insurance policies if the trees in the open space are not removed. None of the requested tree removals overhang or encroach past the property line of each private residential lot. Based on the Park District's field observations, all of these trees appear to be in excellent condition, without any visual signs of disease or structural deficiencies. In addition, the Ventura County Fire Protection District has not requested the Park District to trim or remove any of these trees as part of their annual weed abatement/fuel modification zone inspections.

Until otherwise directed by the Park District's Board of Directors, staff will continue to deny these tree removal requests based upon the following Park District Non-Routine Tree Trimming and Removal Protocols:

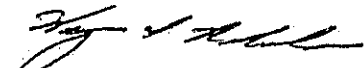
1. Upon request, the Park District will trim or allow any resident to trim any park tree that overhangs their property line.
2. Upon request, trees will only be removed if it is determined that:
  - a. The tree is dead.
  - b. The tree is uplifting and causing damage to adjacent structures, concrete improvements, fences, or walls.
  - c. The tree contains structural deficiencies and poses a potential threat to public safety as determined by the Park District or a Certified Arborist.
3. All proposed tree removals in Oak Park will require a tree report/survey prepared by a Certified Arborist and are subject to the review and acceptance of the Oak Park Recreation and Park Planning Committee prior to removal.
4. No "Oak trees" within Oak Park will be trimmed, pruned, or removed without the issuance of a "Tree Permit" from the County of Ventura.

**Deerhill Park Pickleball Courts:** At its meeting on October 2, 2023, the Park District's Board of Directors directed staff to convert the two (2) existing tennis courts at Deerhill Park into a permanent six (6) court pickleball court facility. As an interim measure until the conversion to pickleball courts can be completed, the Board requested that staff repaint the pickleball court line overlay at Deerhill Park in a contrasting color (traffic yellow) as selected by the Oak Park pickleball community. The installation of the contrasting colored pickleball court line overlay was completed on December 7, 2023.

Plans for the Pickleball Court Conversion Project are being prepared in-house by Park District staff. Staff anticipates completing the construction drawings for the project in March of 2024.

**Addition of H.C. Parking Stall at the Oak Canyon Dog Park:** In August of 2023, the Park District installed additional signage and pavement marking to better delineate the "No Parking" zones along the access road leading to the Oak Canyon Dog Park. In addition, the parking areas were slurry sealed and restriped with the original two-stall handicapped parking configuration. Since that time, the Park District has received a few requests for additional H.C. Parking at the

Dog Park to accommodate the growing handicapped needs of the community. Based on the limited space available at the site and in conformance with ADA/Title 24 regulations, the Park District was able to accommodate the installation of one additional handicapped parking stall at the Oak Canyon Dog Park. The installation of this additional H.C Parking Stall was completed in December of 2023.



Wayne Nakaoka  
Director of Planning and Maintenance

# **Exhibit “A”**



INABA  
HORTICULTURE LLC  
[www.inabahort.net](http://www.inabahort.net)

TREE & LANDSCAPE CONSULTATION • TECHNICAL & MANAGEMENT SERVICES • P.O. BOX 245, OJAI, CA 93024 • (805) 279-8633 • [mdi@inabahort.net](mailto:mdi@inabahort.net)

November 3, 2023

Eugene Molnar  
Senior Maintenance Supervisor- Oak Park  
Rancho Simi Recreation and Parks District

Re: Tree Report for open space adjacent 224 Concerto Drive in Oak Park

Dear Mr. Molnar,

At your request I inspected the subject trees in the open space behind 224 Concerto Drive. This report summarizes my findings in a familiar format.

I present the tree inspections first, followed by a discussion of context affecting tree performance and management at this unique location. I performed basic (Level 2) inspections for the subject trees under clear skies and mild weather. I performed all work from the ground, using tools common to the trade. I did not perform invasive techniques. Additional inspection and discussion may inform options and recommendations different than provided here.

Based on my observations and initial background investigation, tree managers should review attached documents as a basis for discussions on best management of the Trail and adjacent trees.

I look forward to any questions you might have.

Sincerely,

Michael Inaba  
Certified Arborist #WE-8023A

There is a chance that the oak tree failure prompting this work, or the resulting property damage, may have been prevented. That would require certain assumptions- 1) that an adequately skilled arborist could have identified the presence and significance of decay pre-failure; 2) that the local jurisdictions and stakeholders would have agreed to mitigate the risk- which may have prompted tree removal; and 3) that the mitigation work could be scheduled in a timely manner. As it affects the practice of arboriculture, perceived risk and resulting stress can undermine awareness and communication.

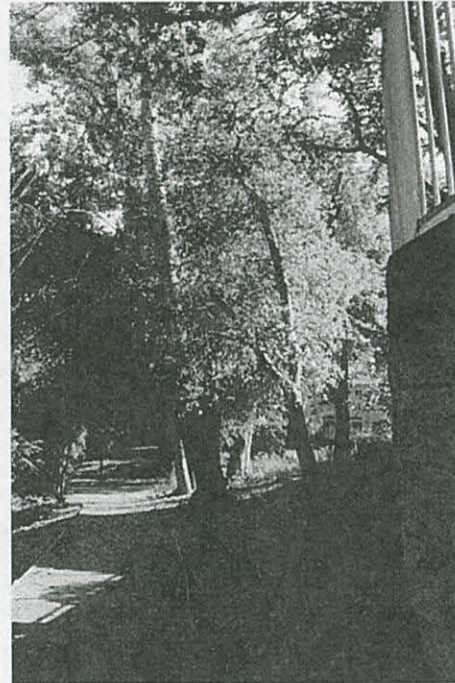
Canyon Cove Trail, the area behind Concerto Drive, is multi-jurisdiction land under multiple uses. Completing this assignment focused only on individual tree status and management would risk ignoring the context that drives tree performance and longevity, and in this case tree damage and failure. Best practices prompt looking at the site, its varied uses, jurisdictions and stakeholders, which imply varied standards. These standards are subject to change in response to drought, fire, or other concern- and the standards have changed. The trees addressed here are also part of a living system. In this system each tree affects its neighbors, available light, soil and water quality, and overall stability. This assignment calls on arboriculture to speak from its horticultural roots to control risks and costs while complying with current local standards.

In simplest terms, the 8 subject trees are a small subset of conditions affecting the trail and nearby homes. Looking at the individual trees, common recommendations include removal of dead and dying trees (those beyond treatment), and structural pruning to direct the canopy growth of remaining trees as they adapt to the change. After that, it would be reasonable to mitigate for new exposures (sunburn, wind-throw) and conditions that led to tree disease and losses, with appropriate compromise for habitat values. One step further might include fuel connectivity topics in County Fire Standard 515 and supporting Guidelines, which may inform tree replacement with species that fit into a suitable mosaic. By revisiting initial design goals in the context of updated fire, watershed and trail management requirements, and supported by clear communication with adjacent HOAs, managers can better navigate the change.

The next several years may bring natural attrition of two classes of trees: 1) trees damaged during installation; and 2) decline/loss of crowded trees to competition related structural defects and disease. Tree pruning and removal are best scheduled between August 15 and February 1 (outside bird nesting season). Disease, exposure, and other mitigation work should be planned Spring 2024. Planning for compliance should be scheduled in April- June, when RSRPD can establish a baseline for a tree management program. Other minor changes may require periodic monitoring, so problems can be caught when small and easier/less costly to manage. Periodic monitoring can help all stakeholders and jurisdictions identify and process emerging situations before they develop to emergency. The monitor should be competent to work well with varied stakeholders and individual property owners (via their HOAs) as appropriate.

Attached documents:

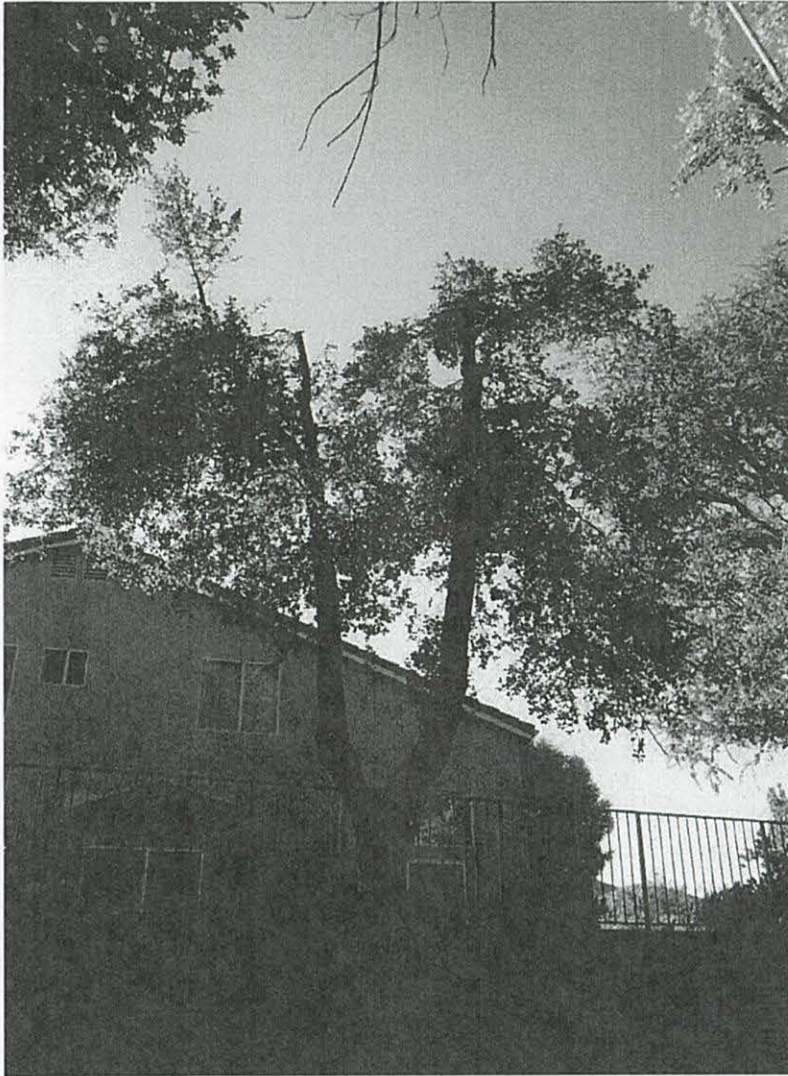
1. Ventura County Fire Department Standard 515
2. Ventura County Fire Department HFSZ map of the local area
3. Watershed Protection District Flowage Easement ROW

**Tree #1**Coastal oak (*Quercus agrifolia*)Diameter (inches): **9.2"**Height x Width: **23' x 12'**Health x Aesthetics: **C / C-**

Observations: The subject tree is located adjacent the block wall and rear fence of the residence, closest to the hand rail as shown. This tree has been topped and limbed to limit canopy encroachment west, toward the residence.

Discussion: The location of pruning cuts and resulting one-sided-ness imply efforts to limit this tree to an under-story tree. Coastal live oak is a poor understory tree, best maintained by a combination of limited soil and light resources as sometimes naturally occurs. In nature, that is a balancing act, with natural attrition due to "survival of the fittest". In cultivation the outcomes are less predictable and subject to aesthetic and safety concerns, since declining or mis-shapen trees detract from the experience of "natural" open space. In effect, the goals imposed on the tree after-the-fact contradict reasons this tree would otherwise be a good choice for the location. These topics are presented below in greater detail.

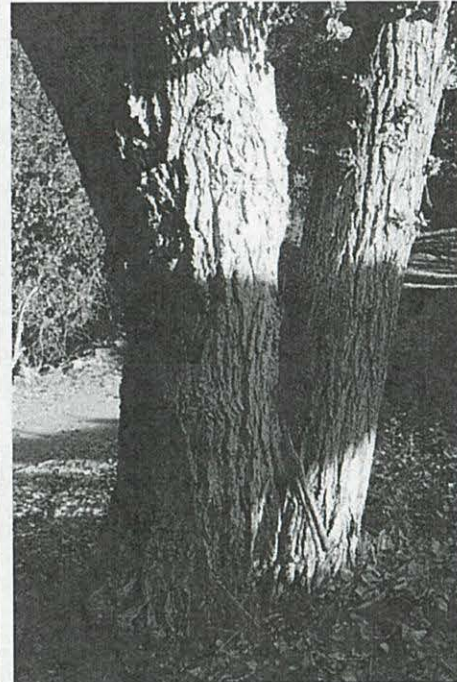
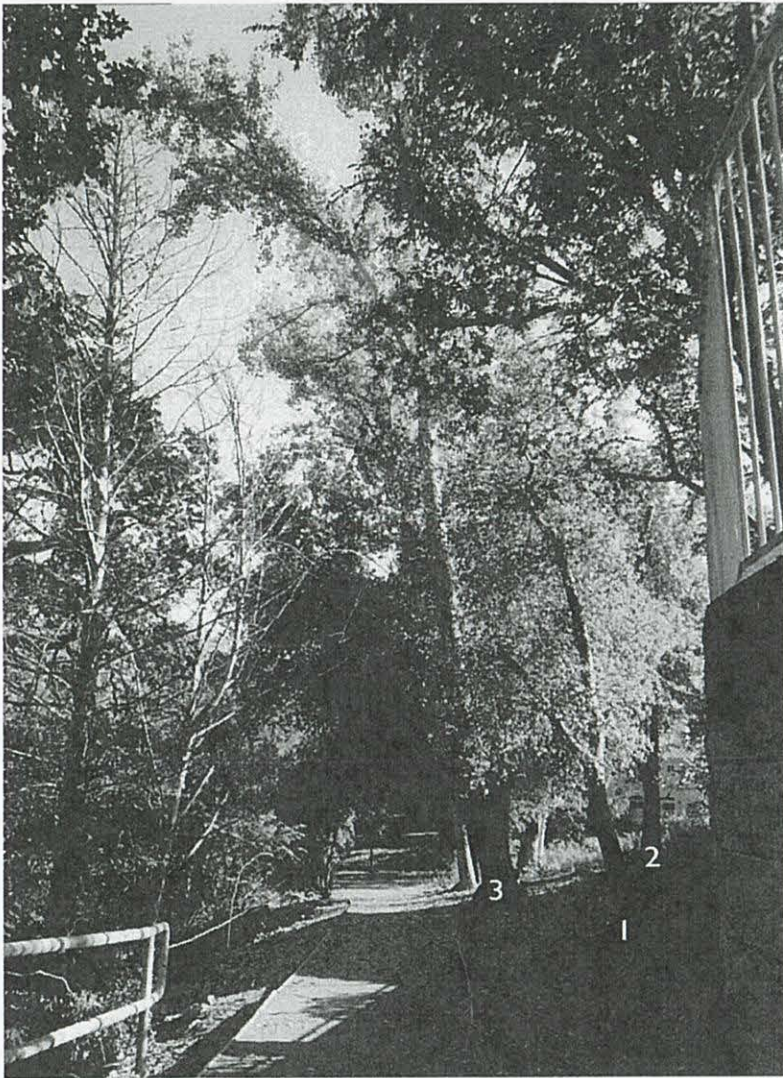
Recommendations: This tree will likely remain a low priority for management except for periodic tip reduction to maintain the planned suppression. Long-term viability of this tree should be questioned, as the benefits may not justify the costs of maintenance.

**Tree #2**Coastal oak (*Quercus agrifolia*)Diameter (inches): **13"**Height x Width: **26' x 18'**Health x Aesthetics: **C / D**

Observations: This tree, like tree #1 is topped and limbed as for risk mitigation/abatement. The poor structure is visible in silhouette. The tree is healthy but damaged by the pruning, requiring some restructuring to manage rehabilitation.

Discussion: Coastal oak typically requires a small investment early in establishment, after which it is relatively carefree, managed best by limiting moisture and soil fertility. This tree, with severe reduction and poor structure, now requires regular maintenance to outgrow the topping and re-growth. The tree is well-located for privacy and buffer between public (Canyon Cove Trail) and private residence. Similarly, coastal oak typically has strong limbs that can provide "protection factors" when risk assessment techniques are applied.

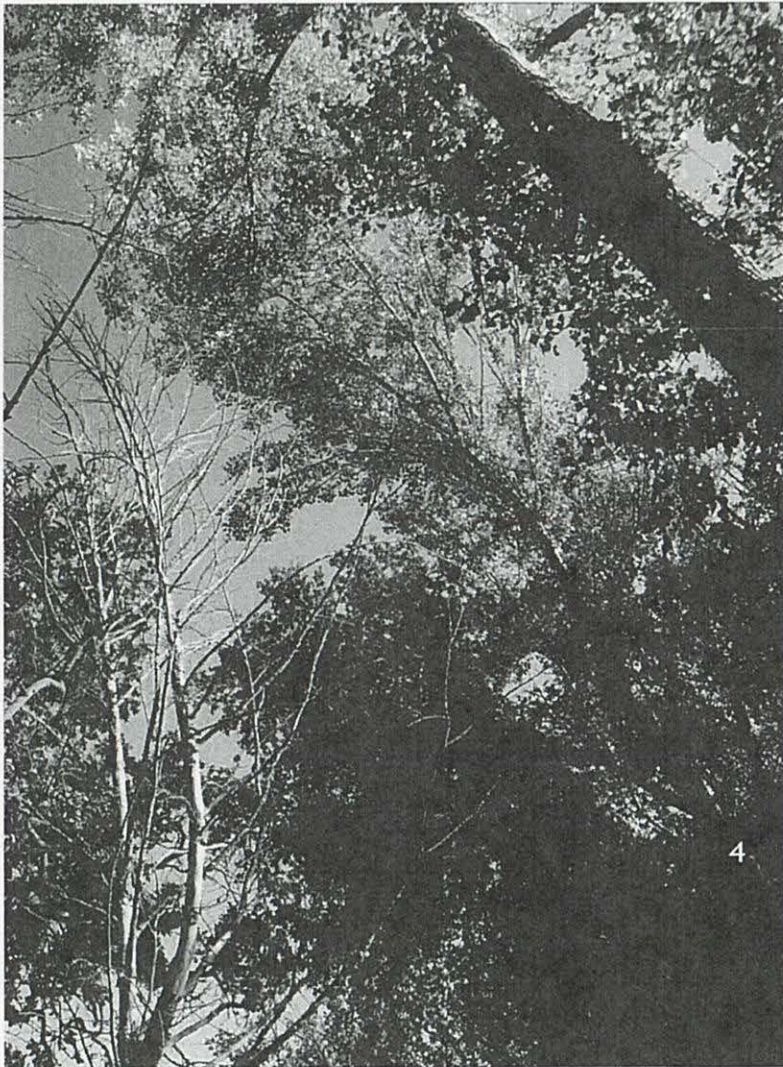
Recommendations: Establish a program for annual monitoring and pruning to develop strong branching. Maintain the tree as buffer/ screening between public and private uses. Longer term canopy control costs should be shared with the homeowner, or, when branches cross the property line the homeowner may provide pruning.

**Tree #3**Cottonwood (*Populus sp.*)Diameter (inches): **18.2", 14"**Height x Width: **61' x 28'**Health x Aesthetics: **C- / C-**

Observations: Tree #3 is located adjacent the path, middle image above left. Note the tall and open form resulting from its location north of cottonwood tree #4 and oak tree #5, and previously shaded by tree #3. This tree shows disease and poor branch structure common to wild/ uncultivated space. Scaffold branches begin at 32 feet above ground. Deep, fissured bark obstructs examination for structural cankers or decay.

Discussion: Cottonwoods provide valuable (wildlife) habitat functions, also helping to mitigate excess soil moisture. But as a group they're susceptible to fungal anthracnose, cankers and decay, and known for weak branching (branch loss), and aggressive surface roots. As such, they're often limited to open space uses away from permanent targets like built structures and pathways.

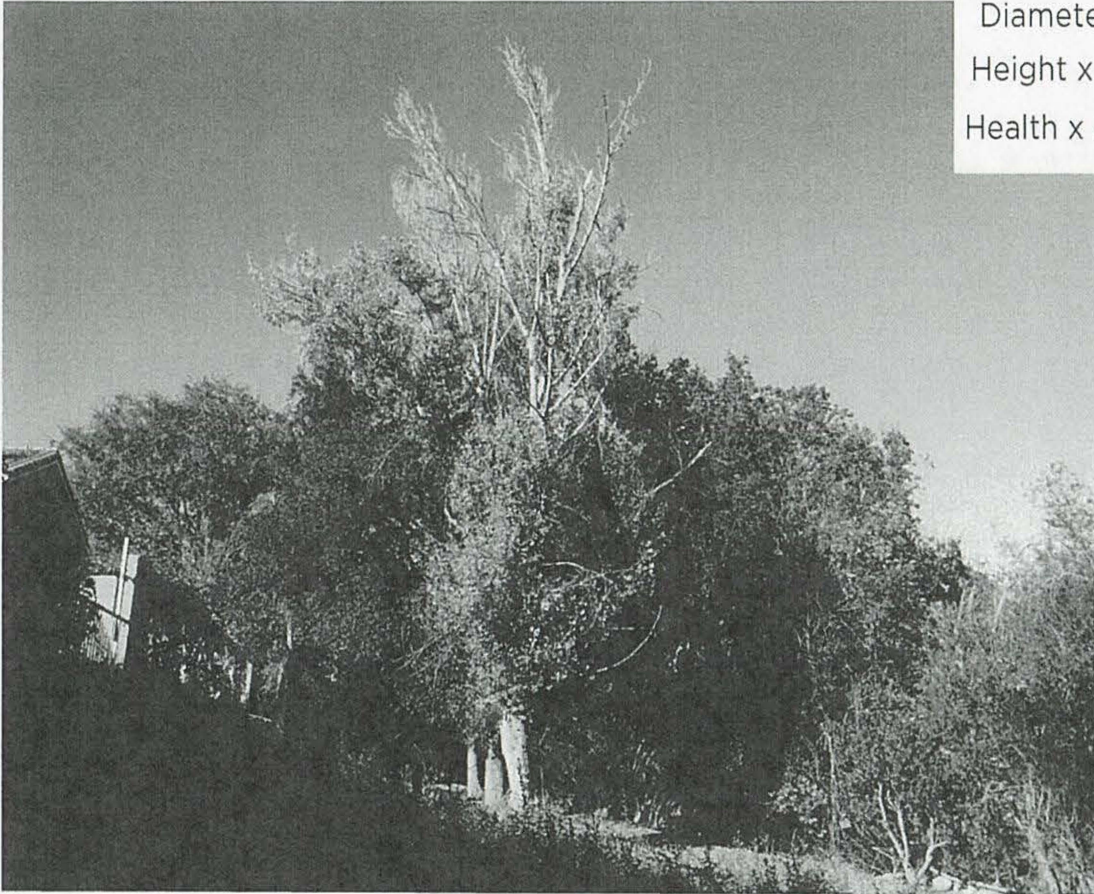
Recommendations: Consider the concept of design life, and whether these cottonwoods can be maintained into maturity. In the short term, the trees may prompt advanced inspection for pocket rots and internal cracks. These cottonwoods show significant problems including history of large branch failure and chronic disease, and culling may be a viable cost and risk mitigation strategy to transition and stabilize this riparian planting.

**Tree #4**Cottonwood (*Populus sp.*)Diameter (inches): **12.5"**Height x Width: **66' x 22'**Health x Aesthetics: **C- / C-**

Observations: Cottonwood tree #4 is adjacent oak tree #5, it's narrow upright form results from crowding. The tree is healthy, but in the context of contrasting (habitat versus Parks maintenance) goals, compromised in several ways.

Discussion: This tree is exposed to winds and likely to shed branches as fungal canker increases in severity (see below for tree #6). If the tree were to fail at the root plate, it would compromise oak tree #5.

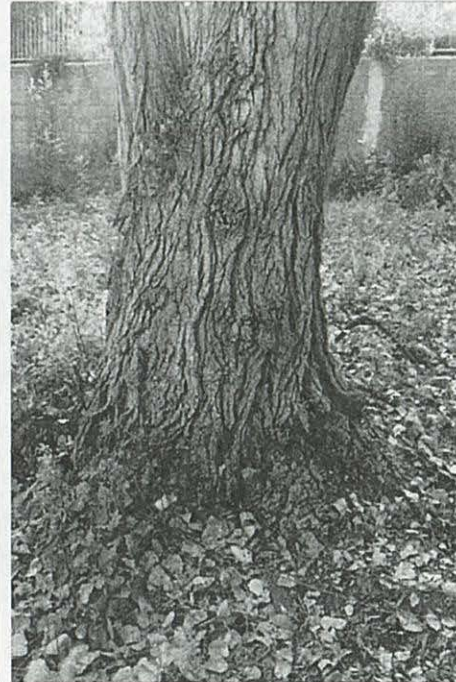
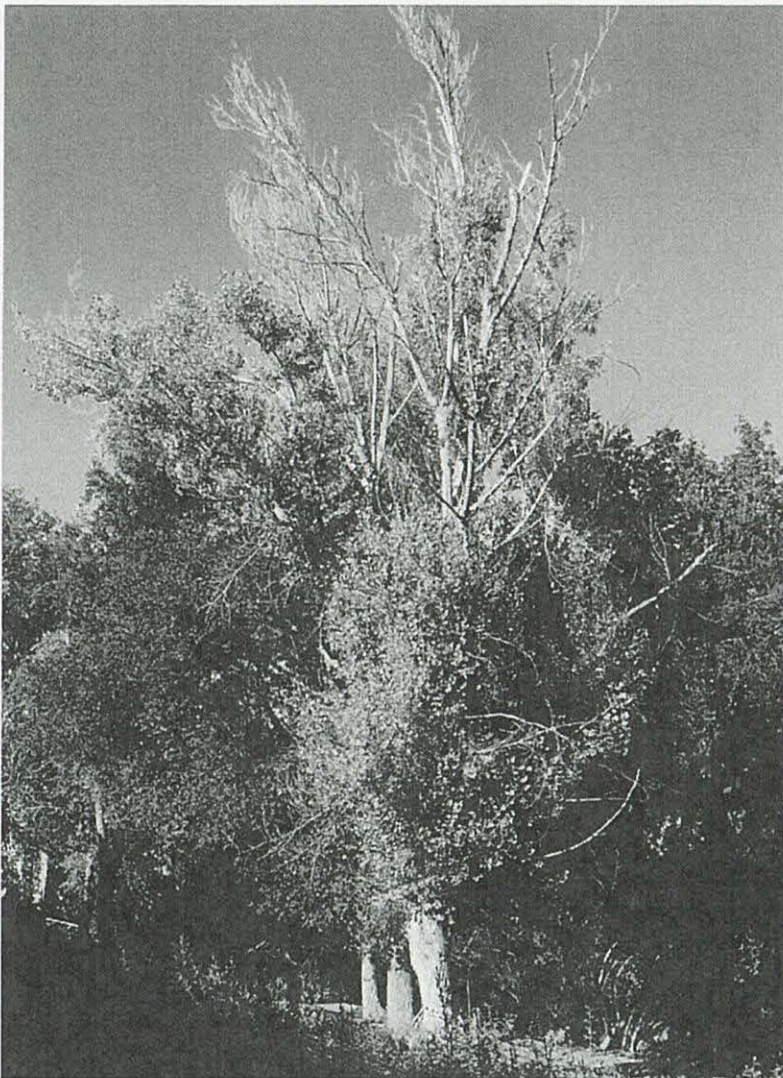
Recommendations: As for tree #3. Consider tree removal as managed attrition, as removing tree #4 supports better management of tree #5.

**Tree #5**Coastal oak (*Quercus agrifolia*)Diameter (inches): **20.8"**Height x Width: **45' x 60'**Health x Aesthetics: **B / C**

Observations: This photo shows oak tree #5 (dark green) behind tree #6 (foreground, yellow, with dead top), due to limited vantage points onsite. Oak tree #5 is healthy, and off to a good start, but continued improvement will depend on canopy management as the tree exists within the context of crowding and shading.

Discussion: Coastal oak shows the best performance and longevity with adequate spacing for branches that sweep to the ground. County Fire requires maintenance of 6' ground clearance and weed abatement as part of annual brush clearance. Adequate strategy and management allows a good compromise that maintains the oak tree- a naturally fire resistant species, while providing habitat and screening functions.

Recommendations: Topics of privacy screening, buffering habitat from residential, and shaded fuel break are relevant to the management of oak tree #5. Ultimate tree size can be controlled with tip reduction pruning if desired. The adjacent property owner may wish to contribute to canopy size management, as such work is not relevant to habitat, watershed or open space functions.

**Tree #6**Cottonwood (*Populus sp.*)Diameter (inches): **21.5", 15.5"**Height x Width: **60' x 38'**Health x Aesthetics: **D / D**

Observations: Tree #6 is located south of oak tree #5 as shown. Note the severe fungal canker disease resulting in loss of the top branches. Yellowing is mostly seasonal for this deciduous tree, but foliage disease is also present. The structure is fair for a habitat tree, but the appearance suggests general decline.

Discussion: Weak branches and die-back will produce additional branch failures. Those branch failures, while valuable for habitat, slightly elevate risks to trail users.

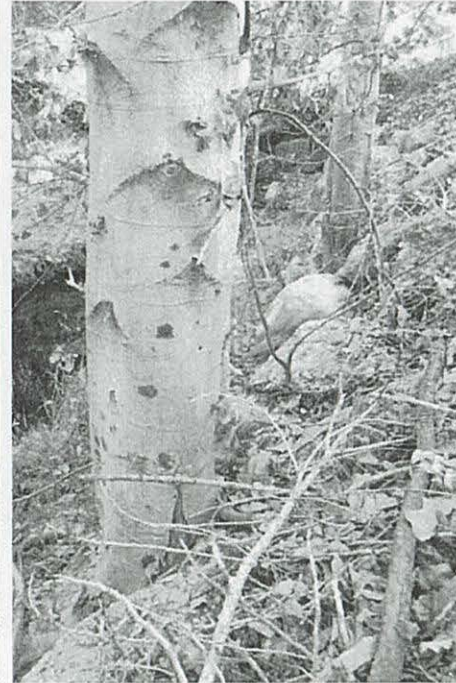
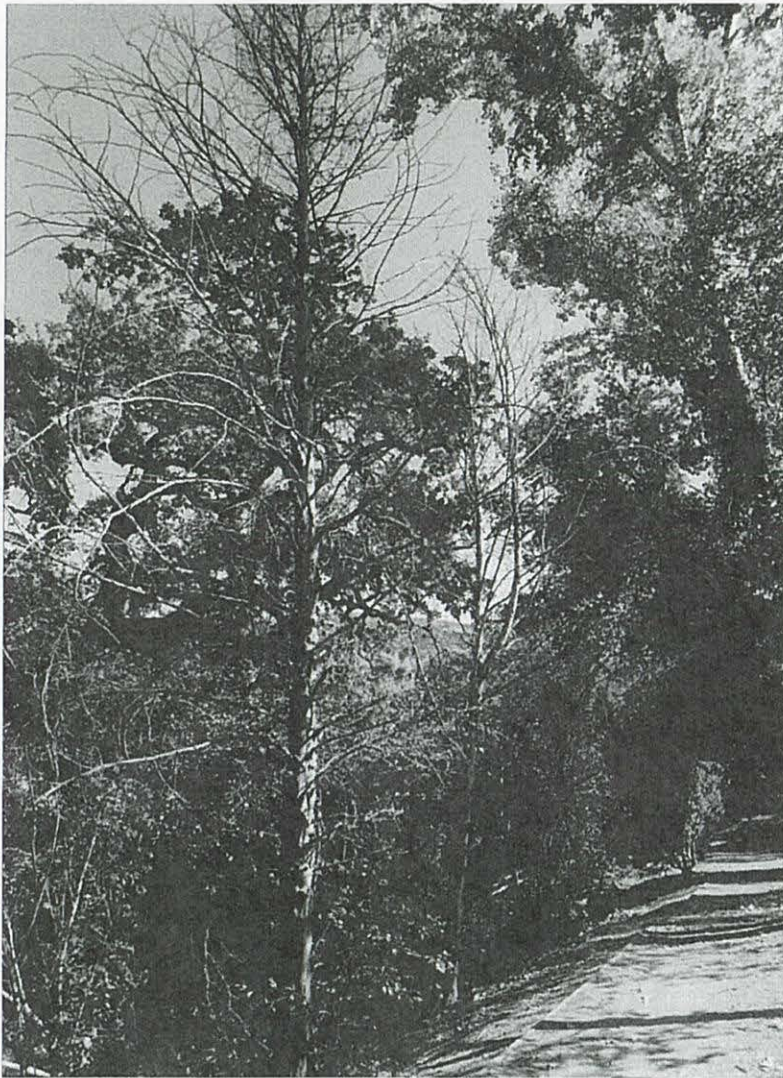
Recommendations: If trail use is conditioned on personal responsibility in wild-land conditions, then maintenance is driven by the watershed/ habitat functions. Conversely, if risk mitigation is foremost, this may support reduction of the dead branches to reduce wounds affecting the main bole (prevent tear-outs). Both management scenarios are viable, and Rancho Simi Recreation and Parks District may want to clarify jurisdiction in this transition zone. That topic is better presented below.

**Tree #7**Alder (*Alnus sp.*)

Diameter (visual estimate): ~17"

Height x Width: 62' x 26'

Health x Aesthetics: F / F



Observations: Two dead/dying alders are present below the trail, described here as trees #7 and #8. These trees show severe, chronic and terminal fungal die-back. Tree #7 also shows rock impingement of the up-slope root collar and sap flux as commonly associated with bark beetles and ISHB. Rehabilitation is no longer an option for these trees.

Discussion: County Fire prompts removal of dead trees and shrubs as part of annual brush clearance for all locations within 100 feet (or more) of residential structures. This location may qualify. As a horticultural matter, the design and installation of re-vegetation work often overlooks a long-term maintenance component. The initial establishment is often limited to irrigation and (rarely) pest management. The result is higher than necessary losses, but such losses are often beyond the typical required monitoring period and irrelevant to the grant funding source. The losses are often a function of design density and planned attrition. Still, environmental stability and public safety remain relevant for first responders and aesthetics inform public opinion on watershed/ habitat projects. It's always been a challenge to connect overlapping jurisdictions toward a common understanding of jurisdictional scope and budgets.

Recommendations: Remove the dead trees, but consider leaving (felled) logs and (intact) stumps as habitat and soil stabilizer, respectively. Evaluate risks related to ISHB and other pest concerns as they contribute to fire, water temperature, and habitat function which drive ecological viability of storm-water catchment projects.

**Tree #8**

Alder (*Alnus sp.*)

Diameter: **10.5"**

Height x Width: **60' x 14'**

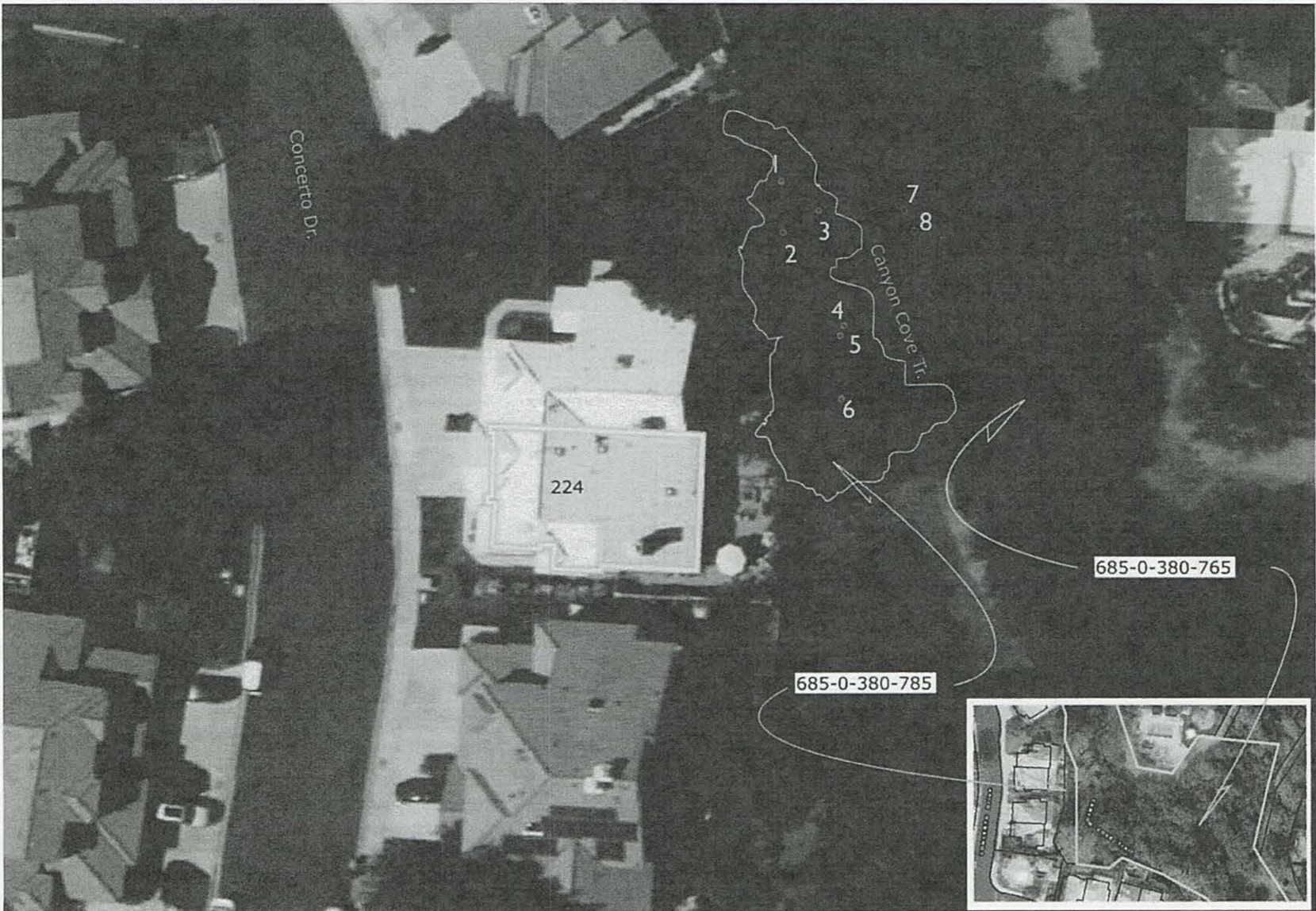
Health x Aesthetics: **F / F**



Observations: Tree #8 is a naturally suppressed alder, now dead from density related disease.

Discussion: As with tree #7, under planned attrition.

Recommendations: Remove the tree. Consider habitat functions as with tree #7 or remove to stump.



Canyon Cove Trail  
Oak Park, CA

APN: as shown

Aerial map image by Others

RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: January 11, 2024  
TO: District Manager  
FROM: Oak Park Sr. Maintenance Supervisor - Grounds  
SUBJECT: Grounds Maintenance Report

**Activity Period: October 12, 2023 – January 11, 2024**

1. **Maintenance Items**

- a. The Oak Park tree pruning contract has been completed. One hundred trees were pruned throughout various parks and open space locations.
- b. The fall fertilizing program has been completed, which includes the fertilization of all Oak Park sports fields and parks.
- c. A new Girl Scout project has been started. The project consists of designing and installing plant material to attract Monarch butterflies. The site location will be at the base of the slope behind the ballfield at Valley View Park, which was damaged extensively by the Woolsey fire. This project will help to beautify and stabilize the slope.
- d. Decorative bark has been added to several planters at the Oak Canyon Community Center. This is an ongoing project, with the end goal being to add decorative bark to all the planters at the Center.
- e. Every fall the Oak Park Crew performs erosion control to avoid damage from inclement weather. Straw wattles and sandbags are placed in erosion-prone areas throughout the Oak Park trails, parks, and open space areas. The crew also inspects and cleans drains and v-ditches throughout Oak Park's open space and park locations.
- f. Emergency storm work was performed at the trailhead located at Smoke Tree Avenue. A tree trunk snapped and the tree fell onto Smoke Tree Avenue, blocking traffic. Grounds Maintenance staff responded and cut and cleared the tree from the road, allowing traffic to pass.
- g. Removal of invasive palms in Medea Creek, starting at the north end of Oak Canyon Community Park and ending at the Oak Canyon Dog Park bridge, has been completed.

- h. Main line breaks at Mae Boyar and Chaparral Parks were repaired by the Irrigation Crew. The crew has also addressed numerous irrigation repairs in the parks during this reporting period, and the annual certification of all Oak Park backflow devices has been completed.
- i. Weed clearance was performed around the exercise stations throughout Medea Creek Natural Park.

**2. Athletic Fields**

- a. Brick dust will be added to the ballfield athletic fields, which will then be dragged and leveled with a finish grade.
- b. The ballfield at Indian Springs Park is back online for play.

**3. Safety**

- a. The following tailgate safety meetings were held: Head Protection; Hazardous Substance Alert; Winter Driving; and The Dangers of Speed.

**4. Park Inspections:**

- a. Medea Creek was inspected during this reporting period and received a rating of "Excellent".

**5. Future Projects:**

- a. Continue to work with the Girl Scouts to complete their planting project at Valley View Park.
- b. Work with the volunteer groups on Martin Luther King, Jr. Day. Projects to be done include painting the picnic tables at the Oak Canyon Community Park pavilions and painting red curbing at May Boyar Park.
- c. The resurfacing and painting of the Eagle View half-court basketball court is scheduled to take place on January 8<sup>th</sup> (weather permitting). January 12<sup>th</sup> is the targeted completion date.

*Eugene Molnar*

Eugene Molnar  
Senior Grounds Maintenance Supervisor

# RANCHO SIMI RECREATION AND PARK DISTRICT

## INTEROFFICE MEMORANDUM

DATE: January 11, 2024  
TO: District Manager  
FROM: Recreation Supervisor II - Oak Park  
SUBJECT: Oak Park Recreation Programs Report – August - October

### Classes:

The Fall classes went well. Yoga dominated as the most popular genre of classes this fall. Based on this, the district will host a larger scale Yoga event in June.

The Homeschool/Charter school registrations were low, and several classes were cancelled for the fall sessions. The offerings for the spring sessions have been decreased and spread out over the week instead of just offering classes on Wednesdays. Additionally, there will be new enrichment classes offered in Mae Boyar in the spring. Some of the parents of the children are assisting with pushing flyers and marketing materials out to their networks in the Homeschool/Charter school groups.

### Reservations & Use:

The Outdoor Picnic Pavilions and gazebos were occasionally reserved on the weekends for birthday parties and community gatherings. The cold and unpredictable weather has caused groups to rent more of the smaller indoor spaces, such as Mae Boyar and the Nature Center, for classes, birthday parties, meetings, and other gatherings.

The outdoor Baseball and Softball field permits with Valley View, Deer Hill, and Indian Springs are consistently booked. The Indian Springs ballfield renovations were just completed, and the teams are ready to get back onto the field.

Pickleball and Tennis continue to be popular, especially for lessons, and court space continues to be used at capacity. In December, the district repainted the pickleball lines on the Deerhill courts.

There have been consistently 1-2 events booked every weekend in the Buena Vista Room, with almost every Saturday and Sunday booked in November.

### Facility Improvements:

The monument sign at the Oak Canyon Community Park was updated in November.

The Oak Park Community Center is planning on replacing the carpet on the ramp, front desk and offices.

**Events:**

The OPCC staff is preparing for the annual Egg Scramble on 3/30/24 at Mae Boyar Park, where families can come out to enjoy an egg hunt with prizes, face painting, crafts, food vendors and much more.

The OPCC is hosting a Movie in the Park on June 21<sup>st</sup> and Music in the Park on July 13<sup>th</sup> at Oak Canyon Community Park.

The OPCC is hosting a new event on June 22<sup>nd</sup> called A Day of Wellness, in conjunction with the International Day of Yoga on June 21<sup>st</sup>. More details will be available online in February.

A handwritten signature in black ink that reads "Sandra Salute". The signature is written in a cursive, flowing style.

Sandra Salute  
Recreation Supervisor II

RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: January 11, 2024

TO: Oak Park – Park and Recreation Planning Committee

FROM: Community Outreach Officer

SUBJECT: Report on Rancho Simi Recreation and Park District transition from “At-Large” to “By-Division” Elections

**BACKGROUND**

At the December 6, 2023 meeting, the Board of Directors of the Rancho Simi Recreation and Park District (RSRPD) unanimously voted to adopt a resolution and map, approving their transition from “at-large” to “by-division” elections.

The Dec 6, 2023 meeting was the last of five public hearings in the formal process to adopt a division map that will be used in future elections. To maximize transparency and public participation, the three-month process included solicitation of public input, public participation in creating maps, presentations by a professional demographer, and discussion among the Board. A website was also created to provide public access to the updated maps as the process progressed.

A total of 22 maps were submitted from both the public and the professional demographer. After much discussion, the Board unanimously approved the final by-division map. The transition to by-division elections will take effect in the November 2024 election.

The community of Oak Park exists within District 5 of the adopted by-division map. Following the adopted election sequence, Divisions 3, 4, and 5 will elect a board member to represent their divisions during the November 2024 election. Divisions 1 and 2 will elect a board member in the November 2026 election.

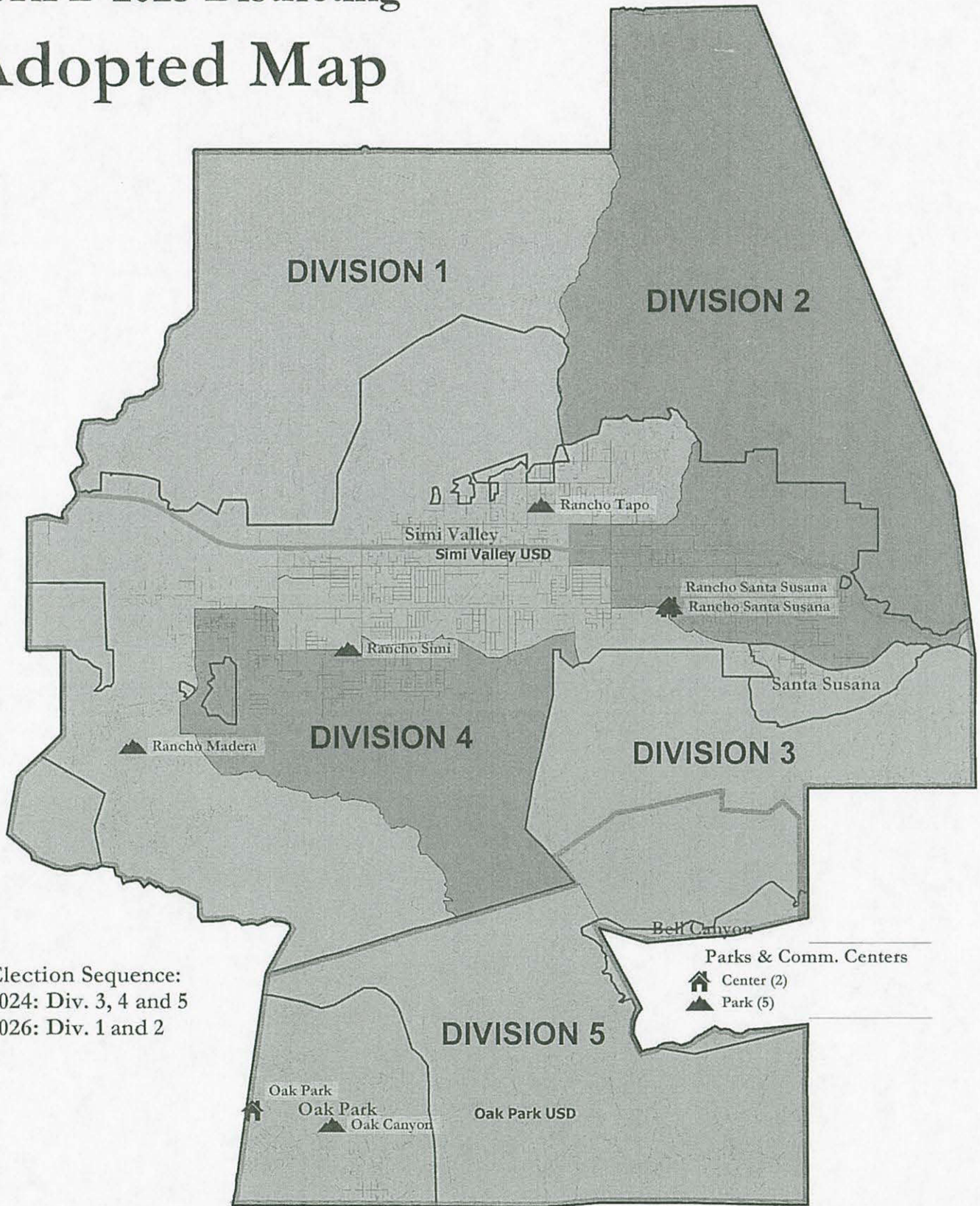
Contained within the report is the final adopted map (Attachment A) and a map of each of the individual divisions adopted with greater detail (Attachment B).



Richard Lemmo  
Community Outreach Officer

# ATTACHMENT A

# RSRPD 2023 Districting Adopted Map



Election Sequence:  
2024: Div. 3, 4 and 5  
2026: Div. 1 and 2

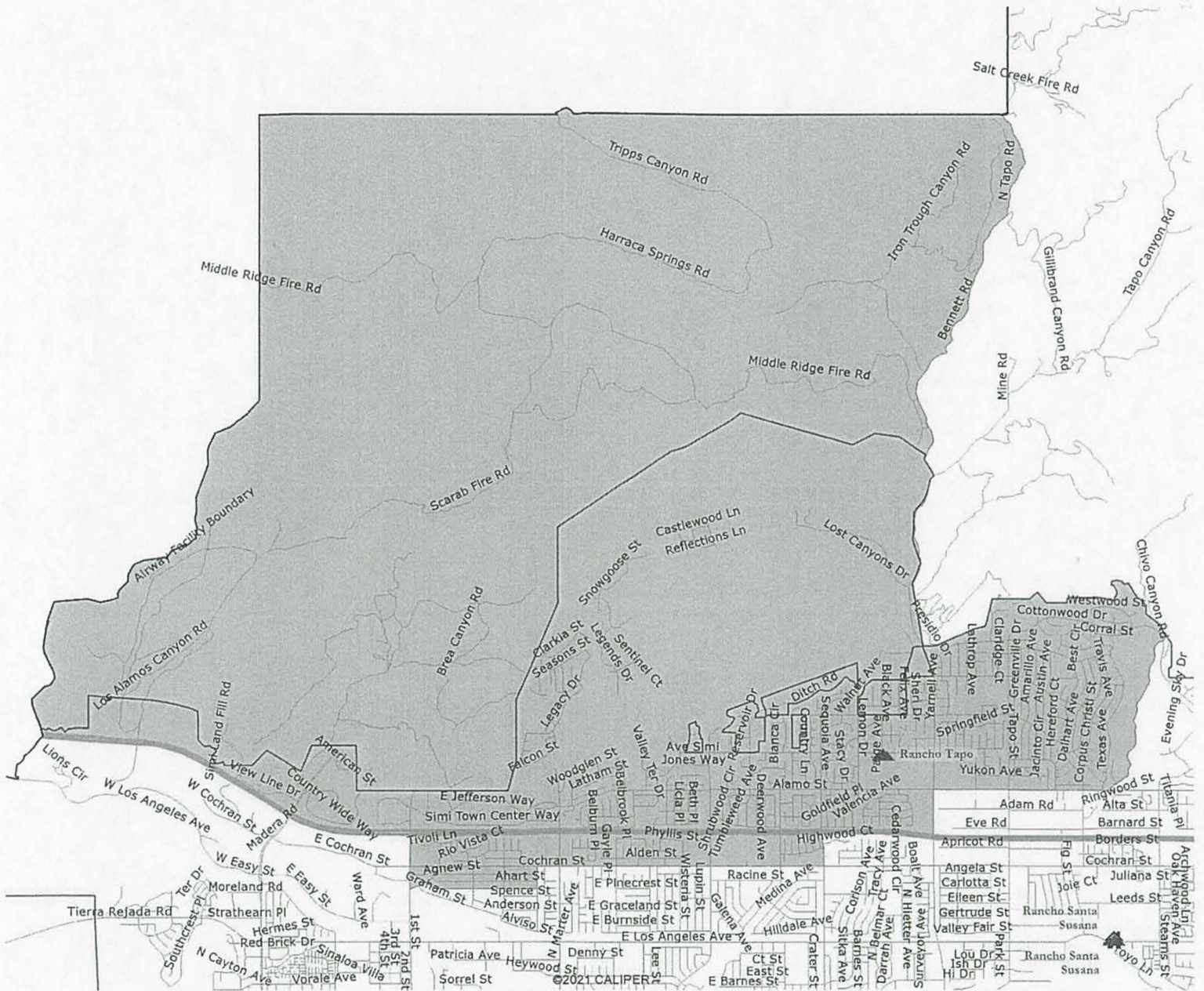
National Demographics Corporation, December 8, 2023

©2021 CALIPER

ATTACHMENT B

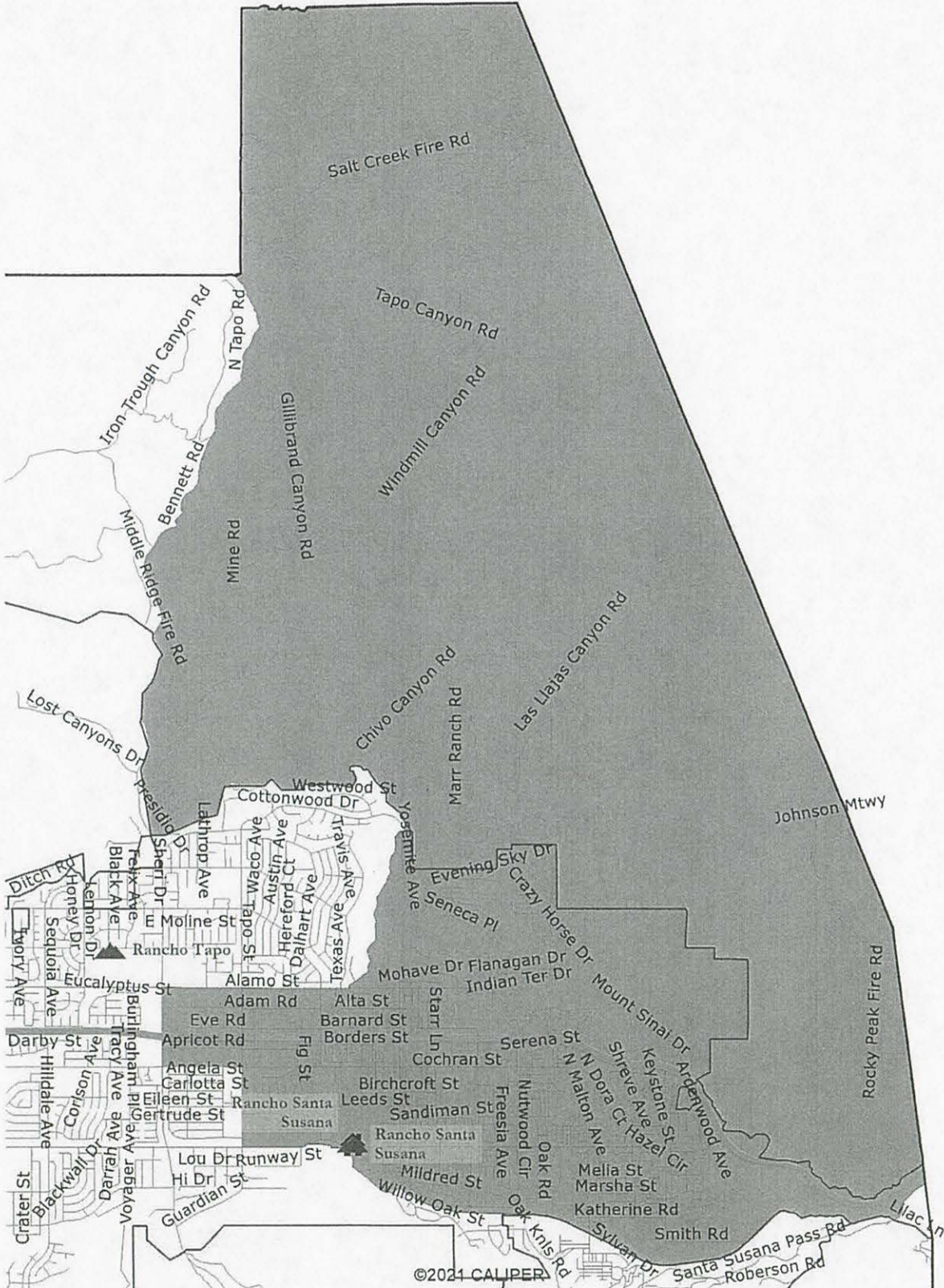
# Rancho Simi

## Division 1



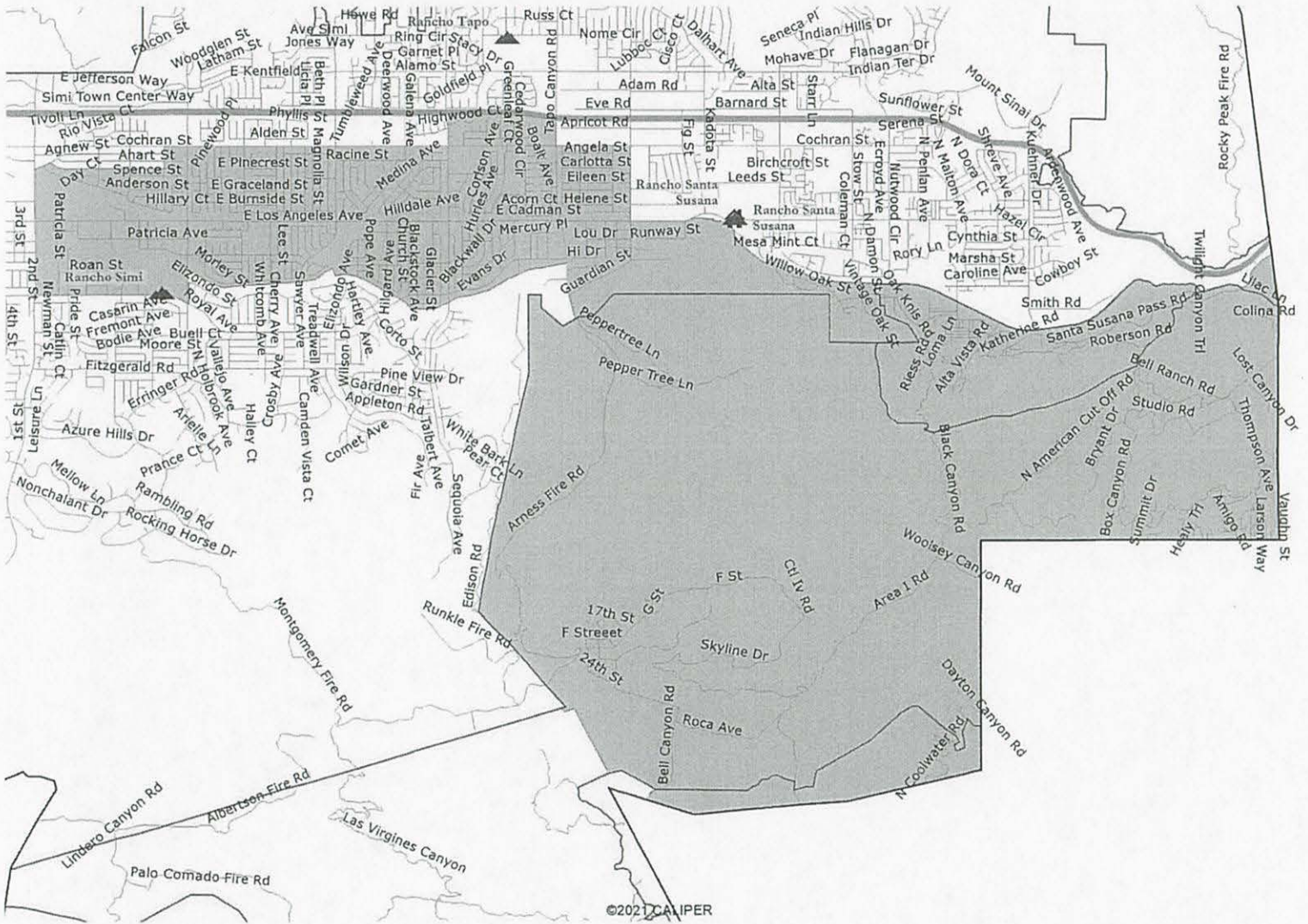
Rancho Simi

# Division 2



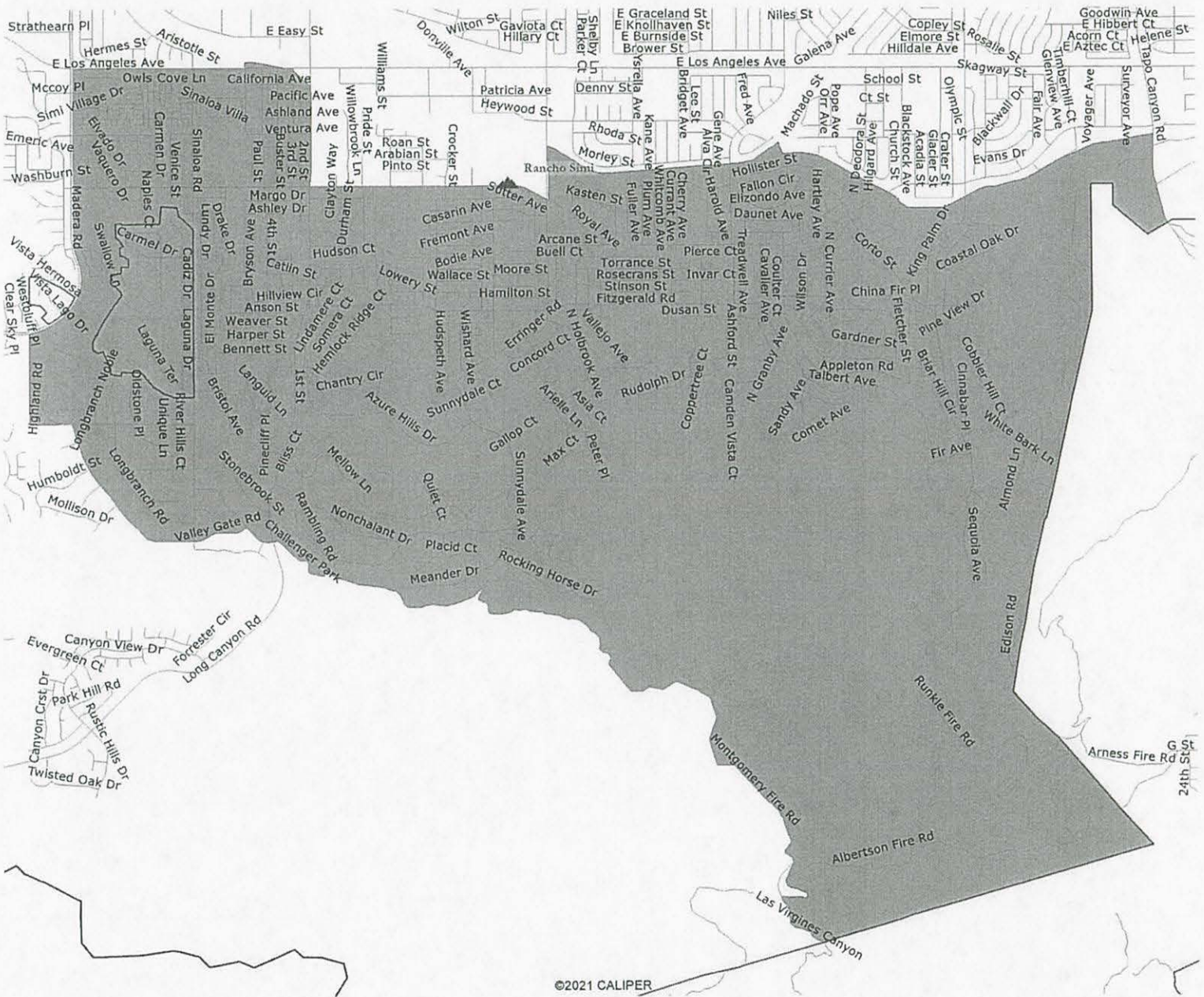
Rancho Simi

# Division 3



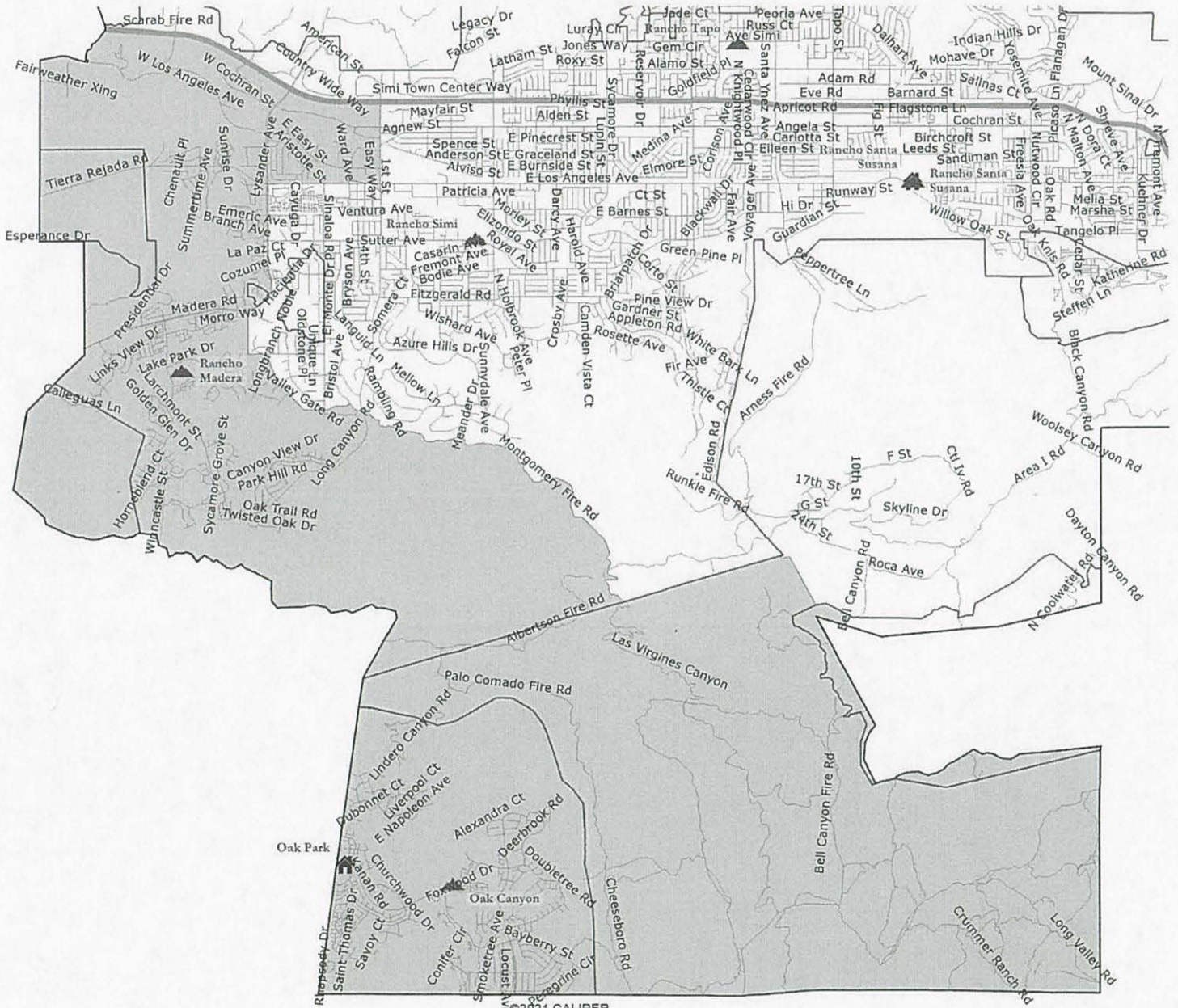
# Rancho Simi

## Division 4



Rancho Simi

# Division 5



RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: February 7, 2024

TO: District Manager

FROM: Director of Administration

SUBJECT: Receive and File Governmental Accounting Standards Board (“GASB”) 75 Actuarial Valuation for the District’s Retiree Health Insurance Program as of June 30, 2022

**SUMMARY**

Governmental Accounting Standards Board (GASB) Statement No. 75, which replaces GASB 45 as of June 2015, addresses how state and local government account for and report their costs and obligations related to post-employment healthcare and other non-pension benefits. Collectively, these benefits are commonly referred to as other post-employment benefits, or “OPEB”. The Park District provides a health benefit for eligible retired employees, up to a maximum of \$438.42 towards their health insurance premium each month. It is the cost of this benefit that is the subject of the attached OPEB actuarial valuation (hereinafter the “Report”).

The OPEB costs must be calculated and set forth in an actuarial valuation. The firm Demsey, Filliger & Associates prepared reports of the District obligations in 2008, 2011, 2014, 2017 2019 and has prepared the report for June 30, 2022.

The current OPEB Liability, as of June 30, 2022, is \$8,271,835, which is up from 3 years ago reported at \$6,908,627. The increase is due to several factors to include; passage of time (service and interest costs less benefits paid), changes in assumptions such as healthcare trend rate, assumed terminations and mortality.

The District currently uses the “pay-as-you-go” approach. The estimated cost for this approach for fiscal year 2023/24 is \$321,956. As the Report demonstrates for this approach, the amount of any estimated increase from one year to the next should be manageable. As an alternative to the pay as you go approach, the District could consider even payments at a higher annual cost or other alternatives to meet the liability.

Staff recommends continuing the pay-as-you-go approach and recommends the report be filed and received. Assuming the Board receives and files the report, the District’s auditors will incorporate the estimated benefit liability into the future financial statements.

The Actuary from Demsey, Filliger & Associates, Carlos Diaz, is attending the Board Meeting via Zoom and is available to answer any questions the Board may have.

**RECOMMENDATION**

Staff recommends the Governmental Accounting Standards Board 75 Actuarial Valuation for the District's Retiree Health Insurance Program be received and filed.



Theresa Pennington  
Director of Administration



**GASB Statement No. 75**

**Actuarial Valuation Report – Retiree Health Insurance Program  
Rancho Simi Recreation and Park District**

*Valuation Date:* June 30, 2022

*Measurement Date:* June 30, 2022

December 18, 2023



December 18, 2023

Miguel Chavez  
Accountant  
Rancho Simi Recreation and Park District  
4201 Guardian Street  
Simi Valley, CA 93063

Re: Rancho Simi Recreation and Park District ("District") GASB 75 Valuation

Dear Miguel:

This report sets forth the results of our GASB 75 actuarial valuation of the District's retiree health insurance program as of June 30, 2022.

GASB 74 and GASB 75 require public employers such as the District to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statements of both the employer and the trust, if any, set aside to pre-fund these liabilities.

The District selected DFA, LLC (DFA) to perform an actuarial valuation of the retiree health insurance program as of June 30, 2022. This report may be compared with the valuation performed by DFA, LLC as of July 1, 2019, to see how the liabilities have changed since the last valuation.

**Basis for Actuarial Valuation**

To perform the valuation, we relied on the following information provided by the District:

- Census data for active employees and retirees
- Claims, premium, expense, and enrollment data
- Copies of relevant sections of healthcare documents, and
- (If applicable) trust statements prepared by the trustee

We also made certain assumptions regarding rates of employee turnover, retirement, and mortality, as well as economic assumptions regarding healthcare inflation and interest rates. Our assumptions are based on a standard set of assumptions used for similar valuations, modified as appropriate for the District. A complete description of the actuarial assumptions used in the valuation is set forth in the Actuarial Assumptions section.

**Certification**

The actuarial certification, including a caveat regarding limitations of scope, if any, is contained in the Actuarial Certification section.

We have enjoyed working with the District on this project and are available to answer any questions you may have concerning any information contained herein.

**Disclosure of Risk**

It is important to call attention to external risk factors associated with actuarial projections. Certain trends and events have the potential to affect future measurements that would deviate from current long-term expectations. The following is a list of specific factors that impact OPEB liabilities:

- Census – retirement, turnover, and mortality experience different than expected.
- Medical coverage – premiums, participation, and level of coverage different than expected.
- Municipal bond rates – changes in applicable rates (rates are currently declining and may result in increased liabilities). Under GASB 75, the municipal rate may affect the discount rate. The quantitative effect of changes in the discount rate can be seen in the sensitivity results.
- Investment performance – (for funded plans) investment performance different than the long-term expected return. Investment performance may also affect the discount rate.

The current environment's impact on these factors will continue to unfold. We are available to discuss both the short-term and long-term impact upon request.

\*\*\*\*\*

Sincerely,  
DFA, LLC



Carlos Diaz, ASA, EA, MAAA  
Actuary

## Financial Results

In this section, we present financial results based on a long-term expected return on general assets of 4.00%. This rate is based on our best estimate of expected long-term plan experience for unfunded plans such as the District's. The results are intended to help (1) in comparing financial results from the previous valuation and (2) in long-term budget and strategic planning (without regard to short-term volatility in municipal bond indices). Results specific to GASB 75 reporting are presented in the next section.

We have determined that the present value of all benefits expected to be paid by the District for its current and future retirees is \$11,856,592 as of June 30, 2022. If the District were to place this amount in a fund earning interest at the rate of 4.00% per year, and all other actuarial assumptions were exactly met, the fund would have exactly enough to pay all expected benefits.



When we apportion the \$11,856,592 into past service and future service components under the Entry Age, Level Percent of Pay Cost Method, the Total OPEB Liability is \$8,271,835 as of June 30, 2022. This represents the present value of all benefits accrued through the valuation date if each employee's liability is expensed from hire date until retirement date as a level percentage of pay. The \$8,271,835 is comprised of liabilities of \$4,184,285 for active employees and \$4,087,550 for retirees.

The District has not adopted an irrevocable trust for the pre-funding of retiree healthcare benefits.

This valuation includes benefits for 56 retirees and 96 active employees who may become eligible to retire and receive benefits in the future. It excludes employees hired after the valuation date.

## Financial Results (continued)

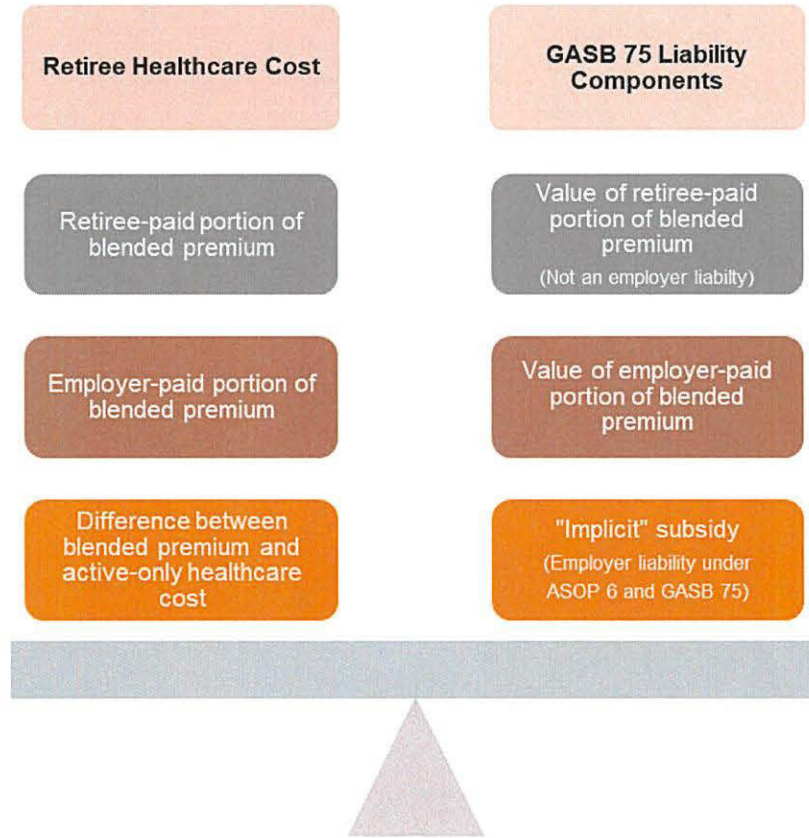
### ASOP 6 – Age-Specific Costs and Implicit Subsidy

The valuation reflects the value of an implicit subsidy equal to \$1,991,400.

The implicit subsidy represents the value of age-specific claims over average premiums. To determine age-specific claims, we used an age-specific claim cost matrix fitted to the average premium charged by the District.

Actuarial Standard of Practice No. 6 (ASOP 6) provides guidance in measuring OPEB obligations and determining periodic costs or actuarially determined contributions. The standard specifies that (in almost all instances) the actuary should use age-specific costs in the development of the initial per capita costs and in the projection of future benefit plan costs.

When claims experience of both active employees and retirees are pooled in determining healthcare premiums, a retiree may pay an amount based on a blended pool of members that, on average, is younger and healthier. In a pooled environment, retiree claims are covered by premiums charged to the retiree plus an added cost included in active premiums. Blended premium charged represents an "explicit" cost, while the added cost represents an "implicit" cost.



## Financial Results (continued)

### Differences from Prior Valuation

The most recent prior valuation was completed as of July 1, 2019 by DFA, LLC. The Total OPEB Liability as of that date was \$6,908,627, compared to \$8,271,835 as of June 30, 2022 (determined using a discount rate of 4.00%).

Several factors have caused the Total OPEB Liability to change since 2019:

- An increase as employees accrue more service and get closer to receiving benefits.
- A decrease from a release of benefits.
- Changes in the plan census from new employees and differences between actual and expected retirement, terminations, and deaths.
- Changes in healthcare costs from differences between actual and expected healthcare trend; and
- Changes in actuarial assumptions and methodology for the current valuation.

To summarize, the most important changes were as follows:

1. An increase of \$930,720 from the passage of time (service and interest costs less benefits paid).
2. A decrease of \$790,871 resulting from population experience (terminations, retirements, and mortality) different than expected.
3. An increase of \$736,509 from changes in healthcare premiums different than expected.
4. An increase of \$20,553 from changes in the healthcare trend rate.
5. An increase of \$262,789 from change in assumed termination of employment rates.
6. An increase of \$203,508 from an update in the mortality assumption.

These changes from July 1, 2019 to June 30, 2022 are combined as follows:

Total OPEB Liability as of July 1, 2019	\$6,908,627
Passage of time	930,720
Difference between expected/actual experience	(54,362)
Changes in assumptions or other inputs	486,850
Changes in plan provisions	0
Total OPEB Liability as of June 30, 2022	\$8,271,835

## GASB 75 Results

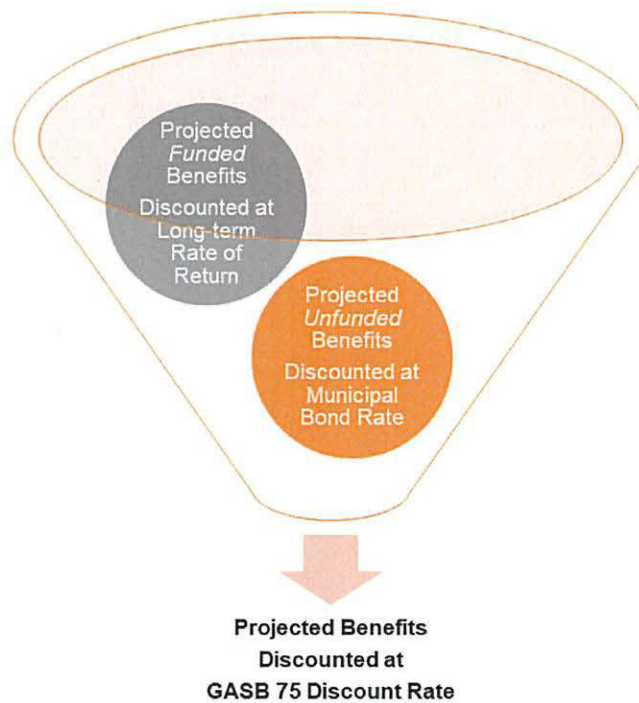
For financial reporting purposes, GASB 75 requires a discount rate that reflects the following:

- a. The long-term expected rate of return on OPEB plan investments – to the extent that the OPEB plan's fiduciary net position is projected to be enough to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return.
- b. A yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher – to the extent that the conditions in (a) are not met.

The amount of the plan's projected fiduciary net position and the amount of projected benefit payments should be compared in each period of projected benefit payments.

Based on these requirements and the following information, we have determined a discount rate of 3.69% for GASB 75 reporting purposes:

Long-Term Expected Return on Assets	4.00%
Fidelity General Obligations AA - 20 Years Index on June 30, 2022	3.69%
GASB 75 Discount Rate	3.69%



## GASB 75 Results (continued)

### Rancho Simi Recreation and Park District Net OPEB Liabilities and Expense Under GASB 75 Accrual Accounting Standard

	June 30, 2022 <sup>1</sup>		
	Long-Term Return	Municipal Bond Index	GASB 75 Rate
Discount Rate	4.00%	3.69%	3.69%
Present Value of Future Benefits			
Active	\$7,769,042	\$8,256,292	\$8,256,292
Retired	4,087,550	4,200,263	4,200,263
Total	\$11,856,592	\$12,456,555	\$12,456,555
Total OPEB Liability			
Active	\$4,184,285	\$4,348,576	\$4,348,576
Retired	4,087,550	4,200,263	4,200,263
Total	\$8,271,835	\$8,548,839	\$8,548,839
Sensitivity Analysis			
1% Decrease in Discount Rate	3.00%	2.69%	2.69%
Total OPEB Liability	\$9,219,113	\$9,546,679	\$9,546,679
1% Increase in Discount Rate	5.00%	4.69%	4.69%
Total OPEB Liability	\$7,467,393	\$7,703,165	\$7,703,165
1% Decrease in Trend Rate <sup>2</sup>			
Total OPEB Liability	\$8,025,266	\$8,292,938	\$8,292,938
1% Increase in Trend Rate <sup>3</sup>			
Total OPEB Liability	\$8,559,226	\$8,847,880	\$8,847,880

<sup>1</sup> For the District's financial statements, DFA will provide separate schedules with supplemental GASB 75 information.

<sup>2</sup> Trend rate for each future year reduced by 1.00%.

<sup>3</sup> Trend rate for each future year increased by 1.00%.

## GASB 75 Results (continued)

### OPEB Expense

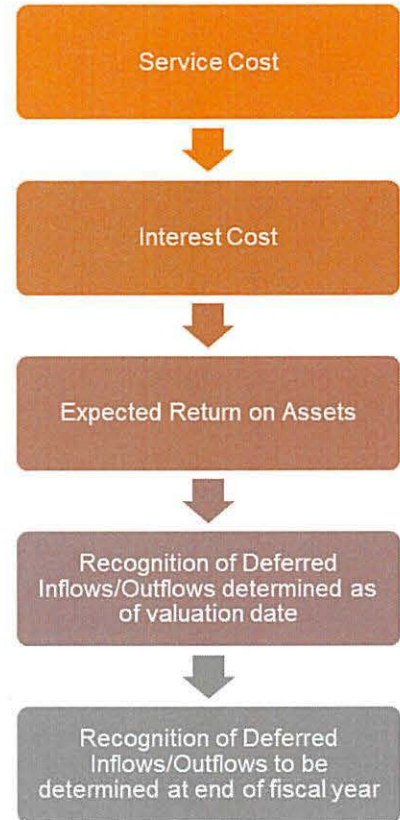
We have determined the following components of the District's OPEB Expense for the measurement year ending June 30, 2023: Service Cost, Interest Cost, Expected Return on Assets, and Deferred Outflows and Inflows (determined as of the valuation date).

- Service Cost represents the present value of benefits accruing in the current year.
- Interest Cost represents the interest on the Total OPEB Obligation and interest on the Service Cost.
- Expected Return on Assets is the expected return based on a 4.00% investment rate of return.
- Deferred Outflows and Inflows of Resources (determined as of the valuation date) are changes in the Net OPEB Liability resulting from differences between projected and actual plan experience, from differences between projected and actual OPEB plan investments, and from changes in assumptions.

The OPEB Expense will reflect additional Deferred Outflows and Inflows that will be determined based on the Net OPEB Obligation as of June 30, 2023.

We summarize results in the table on Page 10 of this report. For comparative purposes, we provide service cost and interest cost at three discount rates (the expected return on assets, the municipal bond index, and the GASB 75 rate, discussed above). We determine Deferred Outflows and Inflows solely on the applicable GASB 75 rate. All amounts are net of expected future retiree contributions, if any.

DFA will be available to assist the District and its auditors in preparing the footnotes and required supplemental information for compliance with GASB 75 (and GASB 74, if applicable). In the meantime, we are available to answer any questions the District may have concerning the report.



## **GASB 75 Results (continued)**

### **Actuarially Determined Contribution and Pay-As-You-Go with Implied Subsidy**

We have calculated an actuarially determined contribution representing the Service Cost and a 15-year amortization (as a level percent of pay) of the Net OPEB Liability. We include the results in the table on the next page. We provide results at three discount rates (the expected long-term expected return on assets, the municipal bond index, and the GASB 75 rate).

An actuarially determined contribution is a potential payment to the plan determined using a contribution allocation procedure. It is not a required contribution, but a measurement commonly used to prefund OPEB benefits. We provide the amounts for illustrative purposes.

The actuarially determined contribution may be compared to the pay-as-you-go payment. The table shows the pay-as-you-go payment along with the projected implied subsidy payment.

The Funding Schedules section provides additional prefunding alternatives.

## GASB 75 Results (continued)

### Rancho Simi Recreation and Park District Net OPEB Liabilities and Expense Under GASB 75 Accrual Accounting Standard

	July 1, 2022		
	Long-Term Return	Municipal Bond Index	GASB 75 Rate
Discount Rate	4.00%	3.69%	3.69%
Components of OPEB Expense for 2022-23			
Service Cost (beginning of year)	\$403,702	\$427,227	\$427,227
Interest Cost	339,159	323,959	323,959
Expected Return on Assets	0	0	0
Total <sup>4</sup>	\$742,861	\$751,186	\$751,186
Actuarially Determined Contribution			
Service Cost (mid-year)	\$411,697	\$435,038	\$435,038
Amortization of Net OPEB Liability <sup>5</sup>	601,204	607,856	607,856
Total for 2022-23	\$1,012,901	\$1,042,894	\$1,042,894
Total for 2023-24 <sup>6</sup>	\$1,043,288	\$1,074,181	\$1,074,181
Pay-As-You-Go Payment with Implied Subsidy for 2022-23			
Projected Pay-As-You-Go	\$301,414	\$301,414	\$301,414
Projected Implied Subsidy <sup>7</sup>	95,578	95,578	95,578
Total	\$396,992	\$396,992	\$396,992
Projected Implied Subsidy Credit <sup>7</sup>			
2022-23	\$95,578	\$95,578	\$95,578
2023-24	102,092	\$102,092	\$102,092

<sup>4</sup> Additional components are shown on the following pages. Deferred Outflows/Inflows of Resources will also include changes determined based on the Total OPEB Obligation and Plan Fiduciary Net Position on June 30, 2023.

<sup>5</sup> 15-year amortization (as a level percent of pay).

<sup>6</sup> Level percent of pay.

<sup>7</sup> Adjustment for implicit subsidy. Adjustment equals District-paid premiums on behalf of retirees (from trust and non-trust) multiplied by a factor of 0.3171.

## GASB 75 Results (continued)

### Schedule of Changes in Net OPEB Liability (July 1, 2021 to June 30, 2022)

1. Total OPEB Liability	
a. Total OPEB Liability on July 1, 2021 <sup>8</sup>	\$9,522,762
b. Service Cost <sup>9</sup>	371,784
c. Interest Cost	186,905
d. Benefit Payments <sup>10</sup>	(321,297)
e. Changes in plan provisions <sup>11</sup>	0
f. Difference between expected and actual experience <sup>12</sup>	(1,720,324)
g. Changes in assumptions and other inputs <sup>12</sup>	509,009
h. Total OPEB Liability on June 30, 2022	\$8,548,839
2. Plan Fiduciary Net Position	
a. Plan Fiduciary Net Position on July 1, 2021 <sup>8</sup>	\$0
b. Contributions <sup>10</sup>	321,297
c. Expected Investment Income	0
d. Administrative Expenses	0
e. Benefit Payments <sup>10</sup>	(321,297)
f. Net Transfers	0
g. Difference between actual and expected return on assets <sup>12</sup>	0
h. Plan Fiduciary Net Position on June 30, 2022	\$0
3. Net OPEB Liability: (1h) - (2h)	\$8,548,839
4. Discount Rate	
a. July 1, 2021	1.92%
b. June 30, 2022	3.69%

<sup>8</sup> From June 30, 2022 disclosure report, based on the July 1, 2019 actuarial valuation.

<sup>9</sup> Discounted from June 30, 2022 valuation.

<sup>10</sup> Includes credit toward implicit subsidy (if applicable).

<sup>11</sup> Included in OPEB Expense.

<sup>12</sup> Deferred (Outflow)/Inflow of Resources to be established during fiscal year end June 30, 2023.

**GASB 75 Results (continued)**

**Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

Type	Initial Amount	Fiscal Year Established	Period (Years)	Annual Recognition <sup>13</sup>
Difference between expected/actual experience	0	2018	0.0	0
Difference between expected/actual return on assets	0	2018	5.0	0
Changes in assumptions or other inputs	0	2018	0.0	0
Difference between expected/actual experience	0	2019	0.0	0
Difference between expected/actual return on assets	0	2019	5.0	0
Changes in assumptions or other inputs	(492,429)	2019	5.3	(92,911)
Difference between expected/actual experience	(1,290,731)	2020	5.7	(226,444)
Difference between expected/actual return on assets	0	2020	5.0	0
Changes in assumptions or other inputs	465,927	2020	5.7	81,742
Difference between expected/actual experience	0	2021	0.0	0
Difference between expected/actual return on assets	0	2021	5.0	0
Changes in assumptions or other inputs	657,430	2021	5.3	124,043
Difference between expected/actual experience	0	2022	0.0	0
Difference between expected/actual return on assets	0	2022	5.0	0
Changes in assumptions or other inputs	586,547	2022	5.3	110,669
Difference between expected/actual experience	(1,720,324)	2023	7.1	(242,299)
Difference between expected/actual return on assets	0	2023	5.0	0
Changes in assumptions or other inputs	509,009	2023	7.1	71,691
			<i>Total</i>	<i>(173,509)</i>

<sup>13</sup> Charge/(Credit) included in OPEB Expense.

## Funding Schedules

There are many ways to approach the pre-funding of retiree healthcare benefits. In the sections above, we determined the annual expense for all District-paid benefits. The expense is an orderly methodology, developed by the GASB, to account for retiree healthcare benefits. However, the GASB 75 expense has no direct relation to amounts the District may set aside to pre-fund healthcare benefits.

The table on the next page provides the District with three alternative schedules for funding (as contrasted with expensing) retiree healthcare benefits. The schedules all assume that the retiree fund earns, or is otherwise credited with, 4.00% per annum on its investments, a starting Trust value of \$0 as of June 30, 2022, and that contributions and benefits are paid mid-year.

The schedules are:

1. A level contribution amount for the next 20 years.
2. A level percent of the Unfunded Accrued Liability.
3. A constant percentage (3.00%) increase for the next 20 years.

We provide these funding schedules to give the District a sense of the various alternatives available to it to pre-fund its retiree healthcare obligation. The three funding schedules are simply three different examples of how the District may choose to spread its costs.

By comparing the schedules, you can see the effect that early pre-funding has on the total amount the District will eventually have to pay. Because of investment earnings on fund assets, the earlier contributions are made, the less the District will have to pay in the long run. Of course, the advantages of pre-funding will have to be weighed against other uses of the money.

The table on the following page shows the required annual outlay under the pay-as-you-go method and each of the above schedules. **The three funding schedules include the "pay-as-you-go" costs; therefore, the amount of pre-funding is the excess over the "pay-as-you-go" amount.**

### Treatment of Implicit Subsidy

We exclude any implicit subsidy from these funding schedules because we do not recommend that the District pre-fund for the full age-adjusted costs reflected in the liabilities shown in the first section of this report. If the District's premium structure changes in the future to explicitly charge under-age 65 retirees for the full actuarial cost of their benefits, this change will be offset by a lowering of the active employee rates (all else remaining equal), resulting in a direct reduction in District operating expenses on behalf of active employees from that point forward. For this reason, among others, we believe that pre-funding of the full GASB liability would be redundant.

## Funding Schedules (continued)

### Sample Funding Schedules (Closed Group) Starting Trust Value of \$0 as of June 30, 2022

Year Beginning	Pay-as-you-go	Level Contribution for 20 years	Level % of Unfunded Liability	Constant Percentage Increase for 20 years
2022	\$301,414	\$568,602	\$842,834	\$439,776
2023	321,956	568,602	777,501	452,969
2024	338,297	568,602	718,725	466,558
2025	358,819	568,602	665,704	480,555
2026	381,902	568,602	617,927	494,972
2027	400,940	568,602	574,880	509,821
2028	414,175	568,602	535,943	525,116
2029	424,048	568,602	500,535	540,869
2030	430,484	568,602	468,202	557,095
2031	434,589	568,602	438,547	573,808
2032	435,877	568,602	411,245	591,022
2033	435,627	568,602	386,001	608,753
2034	433,520	568,602	362,583	627,015
2035	430,141	568,602	340,779	645,826
2036	426,379	568,602	320,417	665,201
2037	422,277	568,602	301,355	685,157
2038	417,386	568,602	283,468	705,711
2039	412,123	568,602	266,639	726,883
2040	406,075	568,602	250,769	748,689
2041	399,508	568,602	235,769	771,150
2042	392,253	0	221,560	0
2043	384,183	0	208,075	0
2044	375,172	0	195,254	0
2045	366,260	0	183,046	0
2046	357,449	0	171,411	0
2047	348,233	0	160,316	0
2048	339,319	0	149,726	0
2049	330,654	0	139,614	0
2050	321,758	0	126,401	0
2055	271,161	0	75,972	0
2060	216,236	0	45,669	0
2065	169,204	0	27,459	0
2070	130,487	0	16,513	0
2075	95,550	0	9,933	0
2080	63,211	0	5,977	0
2085	36,164	0	3,596	0
2090	17,551	0	2,163	0

## Funding Schedules (continued)

The table below provides an alternative comparison of the funding schedules. The present value (or time-value) of payments for each alternative is \$7,879,206 and is equal to the excess of the present value of projected pay-as-you-go payments over any current trust/fund.

The difference between the sum of the contributions and the present value of contributions is the total interest cost associated with each alternative. As discussed above, the advantages of pre-funding should be weighed against other financial considerations.

	<b>Pay-as-you-go</b>	<b>Level Contribution for 20 years</b>	<b>Level % of Unfunded Liability</b>	<b>Constant Percentage Increase for 20 years</b>
Present value of contributions <sup>a</sup>	\$7,879,206	\$7,879,206	\$7,879,206	\$7,879,206
Total interest cost	9,032,060	3,492,834	4,154,170	3,937,740
Total contributions <sup>b</sup>	16,911,266	11,372,040	12,033,376	11,816,946

<sup>a</sup> Based on a discount rate of 4.00%.

<sup>b</sup> Reflects no prefunding of implicit subsidy.

## Plan Provisions

*Plan administration.* Integrated medical/prescription drug coverage is provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA). Employees may choose from a variety of HMO and PPO options.

*Benefits provided.* The District offers the same medical plans to its retirees as to its active employees, with the exception that once a retiree becomes eligible for Medicare (that is, reaches age 65), he or she must join a Medicare HMO or a Medicare Supplement plan under PEMHCA.

Employees become eligible to retire and receive District-paid healthcare benefits upon attainment of age 50 and five years of covered PERS service, or by qualifying disability retirement status. Benefits are paid for the lifetime of the retiree and, if applicable, the surviving spouse of the retiree.

The District's contribution on behalf of all eligible retirees is determined under the "Unequal Contribution Method", under which the contribution for retirees is equal to the designated District contribution for active employees (\$438.42/month), times 5% multiplied by the number of years the District has participated in PEMHCA, to a maximum of 100% of the contribution for active employees after 20 years in PEMHCA. 2011 was the District's twentieth year in PEMHCA; therefore, the contribution for retirees is 100% of what it is for active employees and will remain so in the future. The District also pays a percent of premium administrative charge for all retirees.

*Contributions.* The District currently finances benefits on a pay-as-you-go basis. No assets are accumulated in a trust that meets the criteria in Paragraph 4 of GASB Statement No. 75.

### Healthcare Premiums

The following table shows January 1, 2023 monthly PERS Health (PEMHCA) premiums for retirees within Region 2, which includes Ventura County:

	Anthem Select	Blue Shield Access	Kaiser	PERS Platinum	PERS Gold
Basic Plan					
Retiree	\$765.37	\$842.61	\$756.21	\$1,014.80	\$695.93
Retiree + 1	1,530.74	1,685.22	1,512.42	2,029.60	1,391.86
Family	1,989.96	2,190.79	1,966.15	2,638.48	1,809.42
Medicare Supplement					
Retiree	\$413.59	\$361.90	\$336.29	\$420.02	\$392.71
Retiree + 1	827.18	723.80	672.58	840.04	785.42
Family	1,240.77	1,080.70	1,008.87	1,260.06	1,178.13

## Valuation Data

### Retiree Census - Age distribution of retirees included in the valuation

Age	Total
Under 55	0
55-59	3
60-64	7
65-69	13
70-74	17
75-79	9
80-84	3
85+	4
All Ages	56
Average Age	71.5

### Active Census - Age/service distribution of active employees included in the valuation

Age	Years of Service								Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35+	
<25	2	1	0	0	0	0	0	0	3
25-29	4	2	0	0	0	0	0	0	6
30-34	3	5	0	1	0	0	0	0	9
35-39	2	3	5	4	0	0	0	0	14
40-44	1	6	1	1	0	0	0	0	9
45-49	1	1	2	4	0	0	0	0	8
50-54	4	3	1	3	0	0	0	0	11
55-59	1	3	3	4	2	2	0	1	16
60-64	0	1	2	5	2	1	2	1	14
65+	0	1	0	4	1	0	0	0	6
All Ages	18	26	14	26	5	3	2	2	96

Average Age: 48.2  
 Average Service: 12.1

## Actuarial Assumptions

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Valuation Date:	June 30, 2022
Actuarial Cost Method:	Entry Age, Level Percent of Pay
Discount Rate:	
Long-term Expected Return	4.00%
Municipal Bond Index	3.69%
GASB 75	3.69%
Salary Increases:	3.00%
Withdrawal:	Terminated Refund and Terminated Vested Rates for Public Agency Miscellaneous from CalPERS Experience Study (2000-2019)
Pre-retirement Mortality:	Preretirement Mortality Rates for Public Agency Miscellaneous from CalPERS Experience Study (2000-2019).
Post-retirement Mortality:	Post-retirement Mortality Rates for Public Agency Miscellaneous from CalPERS Experience Study (2000-2019).

Retirement:

Age	Rate
50	3.0%
51	3.0%
52	3.0%
53	3.0%
54	3.0%
55	15.0%
56	5.0%
57	5.0%
58	5.0%
59	5.0%
60	12.0%
61	12.0%
62	15.0%
63	20.0%
64	25.0%
65	50.0%
66	60.0%
67	70.0%
68	100.0%

## Actuarial Assumptions (continued)

Medical Claim Cost: Annual Per Retiree or Spouse

Age	Medical
50	\$11,100
55	13,752
60	15,768
64	19,164
65	3,156
70	3,984
75	4,680

Percent Electing Coverage: 85%

Spouse Coverage: Future retirees: 80%  
 Current retirees: Actual dependent data used.  
 Female spouses are assumed to be three years younger than male spouses.

Medical Trend:

Year	Pre-Medicare	Medicare
2022	6.50%	4.50%
2023	6.00%	4.50%
2024	5.50%	4.50%
2025-2029	5.25%	4.50%
2030-2039	5.00%	4.00%
2040-2049	4.75%	4.00%
2050-2069	4.50%	4.00%
2070+	4.00%	4.00%

Increase in District Cap: Assumed frozen for all future years.

## Actuarial Certification

The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Rancho Simi Recreation and Park District ("District") as of June 30, 2022.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by the District. We also made use of claims, premium, expense, and enrollment data, and copies of relevant sections of healthcare documents provided to us by the District, and (when applicable) trust statements prepared by the trustee and provided to us by the District.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under GASB 74 and GASB 75, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits.

Throughout the report, we have used unrounded numbers, because rounding and the reconciliation of the rounded results would add an additional, and in our opinion unnecessary, layer of complexity to the valuation process. By our publishing of unrounded results, no implication is made as to the degree of precision inherent in those results. Clients and their auditors should use their own judgment as to the desirability of rounding when transferring the results of this valuation report to the clients' financial statements.

Each undersigned actuary meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

Certified by:



Carlos Diaz, ASA, EA, MAAA  
Actuary

**RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM**

DATE: February 7, 2024

TO: District Manager

FROM: Director of Planning and Maintenance

SUBJECT: Results of the Park District’s Public Bid Opening for New Truck and Vehicle Purchase(s), and Authorization to Waive District Purchasing Policy and Authorize Staff to Procure New Truck and Vehicle Purchase Proposals on the Open Market Based on Comparative Price Quotes

**Background and Overview:**

At its meeting of September 20, 2023, the District’s Board of Directors authorized staff to solicit bids for the Purchase of Eleven New Park District Vehicles. For the past three years, the Park District has been unable to purchase new vehicles through the California Multiple Awards Schedule (CMAS), as most vehicle vendors currently under a CMAS purchasing agreement have been unable to procure enough vehicles from manufacturers to supply vehicles to smaller government agencies. This shortage of vehicles can be attributed to the COVID pandemic, the microprocessor chip shortage, and recent changes in the California Air Resources Control Board regulation.

Subsequent to the Board’s Authorization to Solicit Bids for the Purchase of Eleven New Park District Vehicles, the Park District did receive one vehicle (Ranger – Police Interceptor Utility) from CMAS that was ordered in October 2021. Therefore, the final list of the proposed truck and vehicle purchases incorporated into the Project Manual and Public Bid Document Forms is as follows.

Vehicle Type	Type	Department	# of Vehicles
2500 Series Std. Cab Work Truck	Gas	POM - Grounds	2
1500 Series Dbl. Cab Work Truck	Electric	POM - Buildings	2
1500 Series Full Size Van	Gas	Recreation	1
Mid-Size Sedan or Hatchback	Electric	Recreation	1
Small Van	Gas or Electric	POM - Custodial	1
450/550 Utility Truck	Gas	POM - Grounds	2
Class 7 – 2000 Gallon Water Truck	Diesel	POM - Grounds	1

A Notice Inviting Bids for the District's New Truck and Vehicle Purchase(s) was published in the *Ventura County Star* on December 20, 2023. In addition, the Park District did a direct mailing of the Project Manual and Public Bid Document Forms to fifteen local dealerships (see Exhibit "A") who sell one or more of the specified trucks and/or vehicles listed in the bid document forms.

Sealed bids were scheduled to be publicly opened at 2:00 p.m. on Tuesday, January 23, 2024. Unfortunately, no bids were received in time for the scheduled public bid opening. One bid from Penske/Buick/GMC of Cerritos, California was received late (3:09 pm on the day of the bid opening) and remains unopened in conformance with the project specification for the acceptance of public bids. The late delivery of this public bid was not the fault of the bidder (Penske/Buick/GMC), who sent their bid package via Federal Express – Priority Overnight with a morning delivery deadline.

**Discussion:**

Due to the District's uncertain future in procuring trucks and vehicles through the California Multiple Awards Schedule (CMAS) and the lack of respondents to the District's solicitation for public bids for new trucks and vehicles, staff is requesting Board authorization to waive the District's Purchasing Policy (3-100-B.102) and authorize staff to procure new truck and vehicle purchase proposals on the open market from local dealerships based on comparative price quotes.

Since Penske/Buick/GMC of Cerritos, California did make an earnest effort to submit a public bid in time for the public bid opening, staff is requesting that the Board permit staff to open the sealed bid from Penske/Buick/GMC and allow them the first opportunity to provide the vehicle(s) listed in their proposal to the Park District, provided that their vehicle(s) meet the specifications listed in the Project Manual and that their prices are determined to be reasonable and fair.

Once staff have procured comparative price quotes for new trucks and vehicles from local dealerships, staff will analyze the proposals and prepare a vehicle purchase recommendation for the Board's review and approval.

**Alternative:**

The following alternatives are available to the Board:

1. Waive the District's Purchasing Policy requiring competitive bidding for purchases and/or work over \$25,000, and allow staff to procure new truck and vehicle purchase proposals on the open market based on comparative price quotes and,
2. Authorize staff to open the late bid submitted by Penske/Buick/GMC and allow them the first opportunity to provide the vehicle(s) listed in their proposal to the Park District, provided that their vehicle(s) meet the specifications listed in the Project Manual and that their prices are determined to be reasonable and fair.

Or

3. Do not approve staff's request to waive the District's Purchasing Policy to procure new truck and vehicle purchase proposals on the open market and direct staff to continue working with CMAS for the purchase of new Park District vehicles.

Note: Staff have been in contact with two of the CMAS dealerships who have previously supplied vehicles to the Park District. According to their sales representatives, both dealerships are taking pre-orders for new vehicles with a probable 18-to-30-week lead time on delivery. Neither dealership can guarantee delivery, and the actual sales price at the time of delivery is subject to change.

Or

4. Do not approve staff's request to waive the District's Purchasing Policy to procure new truck and vehicle purchase proposals on the open market at this time and provide staff with further direction.

**Fiscal Impact:**

Adequate funds for the purchase of new vehicles have been earmarked in the District's *Approved Budget for FY 2023-24* under the Simi Valley General Fund (Fund 10 - \$315,000) and Simi Valley Assessment Fund (Fund 30 - \$358,000), for a combined amount of \$673,000. The purchase of the Class 7, 2000 Gallon Water Truck is a direct reimbursable grant expenditure through the State of California's Phase II Wildfire Prevention and Resiliency Grant Program.

**Recommendation:**

Staff recommends Alternatives No. 1 and No. 2.

**Board Action Requested:**

That the Board review and discuss the alternatives provided and provide direction to staff.



Wayne Nakaoka  
Director of Planning and Maintenance

# Exhibit “A”

**DEALERSHIPS SENT A COPY OF THE PROJECT MANUAL AND  
PUBLIC BID DOCUMENT FORMS FOR THE  
RANCHO SIMI RECREATION AND PARK DISTRICT  
NEW TRUCK AND VEHICLE PURCHASE(S)**

**Ford Dealerships**

Price Ford of Simi Valley  
2440 First Street  
Simi Valley, CA 93065

Galpin Ford  
15505 Roscoe Blvd.  
North Hills, CA 91343

Auto Nation of Valencia  
23920 Creekside Road  
Valencia, CA 91355-1732

Envision Ford of Oxnard  
1501 Auto Center Drive  
Oxnard, CA 93036

DHC Ford of Thousand Oaks  
3810 Thousand Oaks Blvd.  
Westlake Village, CA 91362

Vista Ford  
21501 Ventura Blvd.  
Woodland Hills, CA 91364

**Chevrolet Dealerships**

Simi Valley Chevrolet  
1001 Cochran Street  
Simi Valley, CA 93065

Rydell Chevrolet  
18600 Devonshire Street  
Northridge, CA 91324-1309

Swickard Chevrolet of Thousand Oaks  
3440 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362

Auto Nation Chevrolet Valencia  
23649 Valencia Blvd.  
Santa Clarita, CA 91355

Keys Chevrolet  
5949 Van Nuys Blvd.  
Van Nuys, CA 91401

### **Hyundai Dealerships**

Westlake Hyundai  
3610 E. Thousand Oaks Blvd.  
Westlake Village, CA 91362

Alexander Hyundai of Oxnard  
1600 Auto Center Drive  
Oxnard, CA 93036

Keyes Hyundai of Mission Hills  
10240 Sepulveda Blvd.  
Mission Hills, CA 91345

### **Water Truck Dealer**

Greg Vanden Berg  
Commerce Truck and Equipment Sales LLC  
2231 Hamner Avenue  
Norco, CA 92860

**RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM**

DATE: February 7, 2024

TO: Board of Directors

FROM: Director of Administration

SUBJECT: Approval of Contract with SCI Consulting Group For Professional Consulting, Engineer of Work and Levy Administration Services for the Parks, Recreation and Open Space Maintenance and Improvement District for Fiscal Years 2024/2025 to 2026/27

**INTRODUCTION**

The District's contract with SCI Consulting Group expired with the completion of the assessment process last fiscal year. This report recommends the Board renew this contract on similar terms with modest increases scheduled for each of the three fiscal years covered by the contract. If approved SCI will continue its provision of services related to the District's Maintenance and Improvement District, which provides funding for the District's operations and construction programs.

**BACKGROUND**

In 1992, the State of California shifted property tax revenues from local governments to help fund education, and called it the Educational Revenue Augmentation Fund ("ERAF"). The amount shifted away from the District since that time has continued and increased every year since, to a current grand total of approximately \$49 million. The challenges of this diversion led the Board to take the step of asking District residents to vote to assess themselves voluntarily. The District first engaged SCI in 1999, to guide the District through this process. SCI coordinated the voter survey and review of the results and reported to the Board its belief that the public would support an assessment of \$24 per single family household.

Ballots were ultimately distributed and votes were cast. A majority of voting resident property owners agreed to provide additional financial assistance to the District, to allow for the building of additional parks and the provision of additional maintenance and ranger services. The assessment was first levied in fiscal year 2000-01 and today it provides annual revenues of approximately \$2.2 million dollars. Although these revenues do not make-up for previous and current ERAF diversions, they are vital to the District's current construction program and on-going maintenance requirements. The assessment process through which these funds are received has been conducted and administered by SCI for 24 years.

As the Board is aware, SCI has performed an excellent job due to the fact that it possesses extensive experience and expertise with assessment administration. SCI performs these same services for many agencies throughout the state. SCI is aware of and has been successfully responding to address the various legal challenges to benefit assessments.

The attached proposal for services includes a description of the qualifications and services that SCI provides. If approved, the attached proposed contract will direct SCI to perform these services in order to complete the District's assessment levies through fiscal year 2026/27. The contract may be terminated before that time by either party. The contract rate for services to be rendered is \$27,500 for fiscal year 2024/25 and proposed to increase by the amount of \$725 in fiscal year 2025/26, and by the amount of \$750 in fiscal year 2026/27. Pursuant to the contract incidental costs are to be billed separately at actual cost and not to exceed \$3,300 per fiscal year.

If the contract is approved the next step in the annual assessment process is consideration of a resolution directing SCI to prepare an Engineer's Report for the continuation of the Parks, Recreation and Open Space Maintenance and Improvement District. The Engineer's Report will identify the need, uses and the general and special benefits of the assessment. It will become the focal point of a public hearing, during which time the Board may consider public comment in regard to the assessment. The process begins here, and staff recommends the Board authorize the District Manager to execute the new contract with SCI.

#### **BOARD ACTION REQUESTED**

Staff recommends the Board authorize the District Manager to execute the attached contract with SCI for the continuation of its assessment administration services through fiscal year 2026/27.



Theresa Pennington  
Director of Administration

# Levy Administration Services Agreement

THIS AGREEMENT is made on \_\_\_\_\_, 2024, between the **Rancho Simi Recreation and Park District**, (“District”) and **SCI Consulting Group** (“Consultant” or “SCI”), a California Corporation, who agree as follows:

1. **Scope of Work (“Work”).** Consultant shall perform the work and render the services described in the Scope of Work shown below (the “Work”). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
  - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant’s fee shall include all of the Consultant’s costs and expenses related to the Work.
  - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
  - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate

- b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
- c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

**Public Agency:**  
Rancho Simi Recreation and Park District  
4201 Guardian Street  
Simi Valley, CA 93063

**Consultant:**  
SCI Consulting Group  
4745 Mangels Boulevard  
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

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## Scope of Work

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for the Rancho Simi Recreation and Park District.

### DEFINITIONS

District:	Rancho Simi Recreation and Park District, staff and Directors.
Assessment:	Parks, Recreation and Open Space Maintenance and Improvement District.
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of assessment revenues.

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### Engineer's Report and Other Documents

1. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
2. Calculate and prepare the preliminary assessment roll for inclusion in the Engineer's Report.
3. Prepare the Engineer's Report, including any necessary upgrades due to any recent court rulings or other requirements.
4. File the final Engineer's Report with the District.
5. Prepare any needed resolutions and staff reports for the Assessment.
6. Prepare and assist with the publication of any notices for the continuation of the Assessment.
7. Attend the District Board meeting at which the public hearing is held, and the Engineer's Report is approved.

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### Confirmation of District Parcels, Levy Calculation, Verification and Submittal

1. Create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.
3. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

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**District Information and Levy Confirmation**

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

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**Manual Billing for Certain Properties**

1. For any parcels that cannot be collected on County tax bills, prepare a listing of property owners, addresses, property information, current assessment amount and delinquent Assessments.
2. Directly invoice any such property owners for the assessment amounts due for their property, record payments received in a payment tracking database, produce periodic reports for the District of bills paid and those still outstanding, and assist the District with collection of delinquent assessments.

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**Responding To Public Inquiries And Appeals**

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

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**Defense and Support of the Assessments**

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments.
2. In the event of any legal challenge or petition against the assessments, provide professional, assessment engineering and technical support in support of the assessments. If such services are required, they would be provided in close collaboration with the District and District legal counsel.

## Fee Schedule

SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
Annual Levy Administration	\$ 24,200	\$ 24,925	\$ 25,675
Payment due on March 31:	\$ 4,840	\$ 4,985	\$ 5,135
Payment due on April 15:	\$ 6,050	\$ 6,231	\$ 6,419
Balance due on August 10:	\$ 6,050	\$ 6,231	\$ 6,419
Balance due on January 31:	\$ 7,260	\$ 7,478	\$ 7,703
Incidental Costs	\$ 3,300	\$ 3,300	\$ 3,300
<b>Total Contract Authorization</b>	<b>\$ 27,500</b>	<b>\$ 28,225</b>	<b>\$ 28,975</b>

3. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$1,500 per person per meeting.
4. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
5. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$3,300 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

Note: All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

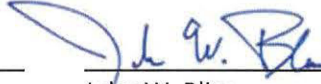
# Signature Page

By signing below, we agree to the terms of this Levy Administration Services Agreement.

**Accepted:**

**Accepted:**

\_\_\_\_\_  
Dan Paranick  
District Manager  
Rancho Simi Recreation and Park District



\_\_\_\_\_  
John W. Bliss  
President  
SCI Consulting Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: February 7, 2024

TO: District Manager

FROM: Director of Administration

SUBJECT: 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, (3) Maintenance & Grounds Association and (4) Unrepresented District Employees

**SUMMARY**

The District engages in employee negotiations each year and successfully comes to an agreement on benefit updates for the organized bargaining groups and unrepresented employees. Although health care cost is often considered, the new rates for the calendar year are not typically published until late summer, months after negotiations are finalized for the fiscal year. The District received notice of the CalPERS health care rates for 2024 which reflect a range of increases from approximately 3% - 19%. The District is committed to supporting staff with the cost of health care when possible. Staff recommends approval of the following benefit change:

- \$150/month increase in Flexible Benefit, effective January 1, 2024

The financial impact related to the proposed increase on an annual basis is \$133,200 to the General Fund; \$25,200 to the Assessment Fund and \$10,800 for the Enterprise Golf Fund totaling \$169,200.00. Funding provided for the increased expense can be supported by additional revenue received in the current fiscal year. The annual cost of the increase will be budgeted and reflected in the 2024/25 budget beginning July 1, 2024.

The attached Letters of Agreement state the proposed changes for the Middle Management Association, Rancho Simi Employee Association and the Maintenance & Grounds Association.

**RECOMMENDATION**

Staff recommends approval of the indicated changes and authorization for the District Manager to sign the Letters of Agreement on behalf of the District and proceed with the implementation of the Flex Benefit increase, which will also include a Policy Manual revision that will be placed onto a future meeting agenda.



Theresa Pennington  
Director of Administration

RANCHO SIMI RECREATION AND PARK DISTRICT

LETTER AGREEMENT WITH THE MIDDLE MANAGEMENT ASSOCIATION  
FY 2023/2024

The following items have been negotiated in good faith and agreed upon by the Rancho Simi Recreation and Park District Board of Directors and the Rancho Simi Recreation and Park District's Middle Management Association:

Due to the increase in health care rates effective January 1, 2024, the Board of Directors would like to offer the following benefit enhancement to full-time employees:

- Increase in Flexible Spending: \$150 / month, retroactive to January 1, 2024

The benefit increase will be considered in the 24/25 negotiation period.

Both parties agree that the benefit change will be effective as indicated above. The Rancho Simi Recreation and Park District's Middle Management Association and the Board of Directors agree and will support the items that were negotiated in good faith.

For the District:

\_\_\_\_\_  
Dan Paranick  
District Manager

For Middle Management Association:

  
\_\_\_\_\_  
Douglas Duran  
Middle Management's Association Vice-President

\_\_\_\_\_  
Date Approved by the Board of Directors

RANCHO SIMI RECREATION AND PARK DISTRICT

LETTER AGREEMENT WITH THE RANCHO SIMI EMPLOYEE'S ASSOCIATION  
FY 2023/2024

The following items have been negotiated in good faith and agreed upon by the Rancho Simi Recreation and Park District Board of Directors and the Rancho Simi Recreation and Park District's Rancho Simi Employee's Association:

Due to the increase in health care rates effective January 1, 2024, the Board of Directors would like to offer the following benefit enhancement to full-time employees:

- Increase in Flexible Spending: \$150 / month, retroactive to January 1, 2024

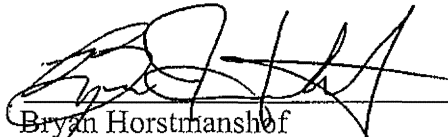
The benefit increase will be considered in the 24/25 negotiation period.

Both parties agree that the benefit change will be effective as indicated above. The Rancho Simi Recreation and Park District's Rancho Simi Employee's Association and the Board of Directors agree and will support the items that were negotiated in good faith.

For the District:

\_\_\_\_\_  
Dan Paranick  
District Manager

For Rancho Simi's Employee Association:

  
\_\_\_\_\_  
Bryan Horstmanshof  
Rancho Simi Employee's Association President

\_\_\_\_\_  
Date Approved by the Board of Directors

RANCHO SIMI RECREATION AND PARK DISTRICT

LETTER AGREEMENT WITH THE MAINTENANCE AND GROUNDS ASSOCIATION  
FY 2023/2024

The following items have been negotiated in good faith and agreed upon by the Rancho Simi Recreation and Park District Board of Directors and the Rancho Simi Recreation and Park District's Maintenance and Grounds Association:

Due to the increase in health care rates effective January 1, 2024, the Board of Directors would like to offer the following benefit enhancement to full-time employees:

- Increase in Flexible Spending: \$150 / month, retroactive to January 1, 2024

The benefit increase will be considered in the 24/25 negotiation period.

Both parties agree that the benefit change will be effective as indicated above. The Rancho Simi Recreation and Park District's Maintenance and Grounds Association and the Board of Directors agree and will support the items that were negotiated in good faith.

For the District:

For Maintenance and Grounds Employee Association:

\_\_\_\_\_  
Dan Paranick  
District Manager

  
\_\_\_\_\_  
Casey Hancox  
Maintenance and Grounds Association President

\_\_\_\_\_  
Date Approved by the Board of Directors