

MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
OAK PARK – PARK AND RECREATION PLANNING COMMITTEE MEETING
OAK PARK COMMUNITY CENTER & GARDENS
1000 N. KANAN ROAD, OAK PARK, CA 91377
July 13, 2017
7:01 P.M.

MINUTES

ITEM

- I. CALL TO ORDER AND ROLL CALL The meeting was called to order at 7:01 pm. Committee Members Present; Carolyn Cass-Barton, James Ebert, John Watts, Drew Fountaine, Janna Orkney, Dennis Wheeler, and Derek Ross

Others Present: District Board Members Gene Hostetler and Ed Abele
District Legal Counsel Brian Hamblet
District Staff Members Eugene Molnar, Renee Peace, Larry Peterson,

Guests Present: Dan Barton

- II. APPROVAL OF AGENDA

The Oak Park-Park and Recreation Planning Committee 2017 Agenda was approved.

ACTION: Vice Chair Fountaine moved to approve the Agenda; Committee Member Orkney seconded the motion. Motion passed unanimously.

- III. PUBLIC COMMENT (items not on the agenda)

Dan Barton raised some concerns with the maintenance at Indian Springs, including damage to tennis screen; dog droppings; dumpster and nearby hills overgrown.

IV. APPROVAL OF MINUTES

Meeting of April 13, 2017

ACTION: Committee Member Ross moved to approve the minutes from April 13, 2017 meeting; Vice Chair Fountaine seconded the motion. Motion passed unanimously.

V. NEW BUSINESS

A. Report on the Oak Park Recreation Programs.

Staff member Peace reported on the program happenings in Oak Park.

B. Report on Planning and Development Issues in Oak Park

District Manager Peterson provided the report to the Committee. Several Committee Members asked a variety of questions regarding the Floating Dock, including dock removal and materials to be used.

District Manager Peterson stated staff would investigate and present feasible options at the next committee meeting.

Committee Member Ross asked the status of the Churchwood Telecommunication Site. District Manager stated that he would provide a copy of the plans.

C. Grounds Maintenance Report

Committee Member Watts inquired about the schedule for the cleaning project at Oak Canyon Community Canyon, Waterfall.

Committee Member Orkney asked about extra ordinary maintenance items at Oak Canyon, including an invasive plant at the north end of the Park that is moving into the base of the trees, cat tails in the upper section of the pond and concern about the fire season. She also inquired about improving circulation of the Oak Canyon Community Park Waterfall.

Committee Member Cass-Barton mentioned debris on the path that needs to be cleared at Oak Canyon.

Committee Member Cass-Barton identified a broken hand rail at the Oak Canyon Community park lower parking lot. She also inquired if we were in compliance with Ventura County Fire Department.

Committee Member Ross had a concern about the embankment behind the ball field at Deerhill Park.

Staff Member Molnar provided responses to various items to include clearing the cat tails, the progress of cleaning the first two tiers of the water fall and that as time permits staff would continue to clear the sediment as they worked their way down to the lake. District Manager Peterson indicated staff will further evaluate and work on the items discussed.

D. Report on Status of Financial Matters in Oak Park Area

District Manager Peterson reported on the preliminary budget. Committee Member Ross inquired as to the increase in labor costs. District Manager stated that an increase in the full-time workforce, and requirements to provide to part-time employees sick leave and health insurance under the Affordable Care Act to those working an average of 30 hours per week or more, and the minimum wage increases which have impacted the entire part-time employee schedule have had a significant impact to costs.

Committee Member Fountaine provided his own summary of the Oak Park budget mirroring a financial statement in order for Committee Members to understand the Report better and recommended a new Report format similar to the sample report he provided.

District Manager stated that the January Report is written in more of a summary fashion and indicated he would review the suggestion for potential incorporation and review by the Committee Members at that time.

Committee Member Orkney suggested using a time card procedure.

District Manager Peterson stated his opinion that the District's current processes have been working reasonably well. In addition, examples were given of how staff positions and duties can overlap between Oak Park and Simi Valley.

E. Review and Development of Project List

Committee Chair Wheeler stated he was concerned with the worn status of Oak Canyon Community Park due to it being a 'flagship' park for the District.

Committee Member Orkney commented on the \$30,000 allocation for lighting at Indian Springs. District Manager Peterson stated that the District has been replacing inefficient lighting over to LED which can result in an 85% reduction in electricity usage and a fairly quick payback of the initial expense.

Committee Member Cass-Barton commented on the divots on the tennis courts at Indian Springs and requested the District to repair the holes as a fairly inexpensive option. District Manager Peterson will have staff review and correct as suggested.

Committee Member Orkney commented on the 3-Year Capital Project List and identified areas of concerns on the timeline of the Lagoon Project at Oak Canyon Community Park. Committee Member Ross suggested Committee Members reach out to the community about the project and recommended an Ad Hoc committee be formed.

District Manager Peterson stated that this can be accomplished by Committee at its regularly scheduled meetings.

Committee Member Ross asked if the \$30,000 allocated for exercise equipment at Medea Creek can be used for park benches. District Manager Peterson is open to feedback.

Committee Member Orkney asked to again to consider installing a splash pad at Mae Boyar and asked to create a small committee to further consider the idea.

F. Reports by Committee Members Regarding Park Inspection Results

Committee Member Cass-Barton asked why the merry-go-round at Indian Springs was removed and for a trash can to be added to the bark area to discourage walking into the tennis courts.

District Manager Peterson stated the merry-go-round was removed because of the amount of risk associated with it. The stanchions will be removed and the area regraded with bark chips.

G. Item Requested by Committee Member Orkney to be Added to the Agenda:

a. Changing Meeting Frequency from Every Three Months to Every Two Months

Committee Member Orkney requested to change the meeting Frequency from Every Three Months to Every Two Months. The change would keep communications flowing and reduce the time

between meetings for Committee Members when they miss a meeting.

District Manager Peterson stated his opinion that additional regular meetings were not necessary as additional special meetings can be scheduled as needed. District Manager advised Members to keep up with emails and phone calls.

Committee Member Wheeler encouraged members to keep up with information between meetings.

ACTION: Committee Member Orkney moved to approve the Changing Meeting Frequency from every Three Months to Every Two Months; The motion was not seconded.

VI. WRITTEN COMMUNICATIONS

None

VII. ITEMS BY COMMITTEE MEMBERS

Committee Member Ross announced that the solar paneling project for the Oak Park Unified School District is complete and strategic security fencing is being installed throughout the District.

VIII. ADJOURNMENT

Committee Member Ross moved to adjourn the meeting at 8:58 pm; Committee Member Wheeler seconded the motion. Motion passed unanimously.



Renee Peace

Recreation Supervisor – Oak Park