

**PLEASANT VALLEY RECREATION & PARK DISTRICT
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS
601 CARMEN DR., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
November 5, 2015**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #552

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete, or add any agenda item(s) and to remove any consent agenda items for discussion.
- 5. PRESENTATIONS**
 - A. District Highlights (Karen Roberts, Customer Service Lead)
 - B. Senior Wii Bowling Tournament Recognition (Jane Raab, Recreation Supervisor)
 - C. Camarillo Youth Basketball Association
 - D. Camarillo PONY Baseball Association
 - E. Pleasant Valley Recreation & Parks Foundation
- 6. PUBLIC COMMENT** - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public. If you would like to speak about an item on the agenda, we would prefer you complete a Speaker Card, give it to the Clerk of the Board, and wait until it comes up. If you would like to make comments about other areas not on this agenda, in accordance with California law, we will listen, note them, and bring them back up at a later date for discussion. Speakers will be allowed three minutes to address the Board.
- 7. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.

A. Minutes for Regular Meeting October 7, 2015

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

Approval of District's disbursements dated on or before October 22, 2015.

C. Financial Report

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for September 30, 2015.

D. Consideration and Approval of Agreement between the District and Southern California Edison for Easement at Springville Development

Agreement with Southern California Edison for easement at Springville development.

E. Consideration and Approval of Resolution No. 549 to Loan Funds from Capital Account to the General Fund Account

Resolution No.549 will allow staff to loan funds from the Capital Account to the General Fund Account to cover payroll and accounts payable expenditures for the remainder of calendar year 2015.

8. NEW ITEMS-DISCUSSION/ACTION

A. Consideration and Approval of Resolution No. 550 & No. 551 Authorizing and Requesting Investment of Funds in the Ventura County Treasury Pool and Multi Banks Securities

Resolutions No. 550 and No. 551 will allow the District to invest excess funds in the Ventura County Treasury Pool and/or Multi-Bank Securities, Inc.

Suggested Action: A MOTION to approve Resolution No. 550 authorizing the District to invest in the Ventura County Treasury Pool and Resolution No. 551 authorizing the District to invest in Multi-Bank Securities, Inc.

B. Capital Improvement Project Update for FY 2015-2016

Provide update regarding capital projects for the remainder of fiscal year 2015-2016.

Suggested Action: Provide direction to staff.

C. Consideration and Approval of Grant Application Submission for Santa Monica Mountains Conservancy

Staff is requesting to submit a grant application to Santa Monica Mountains Conservancy for phase two of the Open Space, Greenway & Planning Study Project of up to \$42,000.

Suggested Action: A MOTION to approve grant submission to Santa Monica Mountains Conservancy for phase two of the Open Space, Greenway and Planning Study project.

D. Consideration and Approval of Grant Application Submission for Greenfields Outdoor Fitness

Staff is requesting to submit a grant application to Greenfields Outdoor Fitness for purchase of outdoor exercise equipment for Arneill Ranch Park up to \$40,000 with 50% District match.

Suggested Action: A MOTION to approve grant submission to Greenfields Outdoor Fitness for exercise equipment project at Arneill Ranch Park.

E. Consideration and Approval of Medical Benefits and CalPERS Retirement Contributions for Non-represented District Employees

Approval will align the health, dental and vision benefits as well as CalPERS retirement contributions with SEIU represented District employees.

Suggested Action: A MOTION to approve the medical benefits and CalPERS retirement contributions for non-represented District employees.

9. INFORMATIONAL ITEMS, which do not require action, will be reported by members of the Board and staff:

- A. Chairperson Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Personnel and Policy
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager's Report

10. ORAL COMMUNICATIONS- Informal items from Board Members or staff not requiring action.

11. ADJOURNMENT

Notes: The Board of Directors reserves the right to modify the order in which agenda items are heard. Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the Friday preceding the Wednesday Board meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 24. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

Pleasant Valley

Recreation & Park District

Certificate of Recognition

presented to

Lee Gunther

Outstanding Senior Wii Bowling Award

The Board of Directors of the Pleasant Valley Recreation and Park District would like to hereby commend Lee Gunther for making the "PV Wii Bowling Team" and representing the Pleasant Valley Senior Center in the 2015 Annual Ventura County Wii Bowling Tournament.

Presented this 5th day of November 2015

Elaine L. Magner, Chair

Mike Mishler, Vice-Chair

Neal Dixon, Secretary

Mark Malloy, Director

Robert Kelley, Director

Camarillo, CA

Pleasant Valley

Recreation & Park District

Certificate of Recognition

presented to

Merle Power

Outstanding Senior Wii Bowling Award

The Board of Directors of the Pleasant Valley Recreation and Park District would like to hereby commend Merle Power for making the "PV Wii Bowling Team" and representing the Pleasant Valley Senior Center in the 2015 Annual Ventura County Wii Bowling Tournament.

Presented this 5th day of November 2015

Elaine L. Magner, Chair

Mike Mishler, Vice-Chair

Neal Dixon, Secretary

Mark Malloy, Director

Robert Kelley, Director

Camarillo, CA

Pleasant Valley

Recreation & Park District

Certificate of Recognition

presented to

Connie Martel

Outstanding Senior Wii Bowling Award

The Board of Directors of the Pleasant Valley Recreation and Park District would like to hereby commend Connie Martel for making the "PV Wii Bowling Team" and representing the Pleasant Valley Senior Center in the 2015 Annual Ventura County Wii Bowling Tournament.

Presented this 5th day of November 2015

Elaine L. Magner, Chair

Mike Mishler, Vice-Chair

Neal Dixon, Secretary

Mark Malloy, Director

Robert Kelley, Director

Camarillo, CA

Pleasant Valley

Recreation & Park District

Certificate of Recognition

presented to

Carolyn Delory

Outstanding Senior Wii Bowling Award

The Board of Directors of the Pleasant Valley Recreation and Park District would like to hereby commend Carolyn Delory for making the "PV Wii Bowling Team" and representing the Pleasant Valley Senior Center in the 2015 Annual Ventura County Wii Bowling Tournament.

Presented this 5th day of November 2015

Elaine L. Magner, Chair

Mike Mishler, Vice-Chair

Neal Dixon, Secretary

Mark Malloy, Director

Robert Kelley, Director

Camarillo, CA



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
CO-SPONSORED GROUP
ANNUAL UPDATE**

Group: Camarillo Youth Basketball Association

Date: 11/05/15

One representative from your organization must attend the following PVRPD Board Meeting on:

Thursday, November 5 at 6pm in Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	Mark Schienbein	1183 Via Carranza	Camarillo 805-285-5800	818.383.3977
Program Dir	Rhonda Wiegman	2619 Blanchard Rd	Camarillo 805-910-0585	805-910-0585
Treasurer	Mike Harrison	4874 Chula Vista Ct	Camarillo 805-3899117	805-904-5634
Secretary	Terri Barton	4948 Via Fresco	Camarillo 805-383-3708	805-377-8786
Facilities Dir	open			
Rules & Refs	John McCarthy	742 Avenida Valencia	Camarillo 805-389-9171	805-302-3368

Number of participants last year: 570 (494 Rec, 76 Dons) 46 fewer than projected
 Projected number of participants upcoming year: 581 Total Players

Changes Organization has made from previous year: Although CYBA ia relatively small number of volunteers in relation to other organizations, it has become increasingly difficult to get parents to commit to some of the volunteer positions, especially League Commissioners. A league (age group) cannot exist without a Commissioner. We have had to set deadlines with league cancellation as the penalty if a volunteer cannot be found.

Comments for the PVRPD Board of Directors: CYBA had a very successful 2014-15 season. We continue to enjoy a great working relationship with the PVRPD and our dedicated volunteers are well into organizing the 2016 season. Our Executive Board consists of 4 returning members and 1 new member. Our Facilities Director positoin is currently vacant as last season's Director has become our new Program Director. Mike Harrison has taken over the Treasurer position after serving last season as Program Director. We are continuing to search for a Facilities Director.

Primary Facility (ies) Used? Local Basketball Gymnasiums
 What Time are Board Meetings Held? 1st Wednesday of each month (except July) 6:30 - 9:30 PM
 Where are Board Meetings Held? East Meeting Room - Pleasant Valley Fields complex
 When are new Board Members Elected? April
 When are new Board Members Installed? May

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

Please attach a copy of your By-Laws to this form.

Please Complete and Return the Annual Update and Financial Statement by October 16, 2015

Lanny Binney
 1605 E. Bumley Street, Camarillo, CA 93010
 Phone: 482-1996 x 17
 Fax: 805-482-3468

Form Completed by (print): Mark Schienbein Date 10/20/2015

Sign: Mark Schienbein

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP - ANNUAL REVIEW
FINANCIAL STATEMENT**

NAME OF ORGANIZATION **Camarillo Youth Basketball Association**

Last Year's Financial Statement	2014-2015	Proposed Budget	2015-2016
Period:	<u>2014-2015</u>	Period:	<u>2015-2016</u>
CHECKING		CHECKING	
Beginning Balance:	\$ 34,442	Beginning Balance:	\$ 39,984
Revenue:		Revenue:	
Registration:	\$ 101,291	Registration:	\$ 100,800
Tournaments:	\$ -	Tournaments:	\$ -
Sponsors	\$ 2,500	Sponsors	\$ 3,000
Snack Bar:	\$ -	Snack Bar:	\$ -
Interest:	\$ -	Interest:	\$ -
Dues:	\$ -	Dues:	\$ -
Miscellaneous Income:	\$ 6,802	Miscellaneous Income:	\$ 9,850
Total Revenue	\$ 110,593	Total Revenue	\$ 113,650
Expenses:		Expenses:	
Admin Expense	\$ 9,152	Admin Expense	\$ 10,400
Advertising	\$ 1,220	Advertising	\$ 1,400
Awards	\$ 5,287	Awards	\$ 5,800
Equipment	\$ 241	Equipment	\$ 700
Facility/Field Maint.	\$ 23,691	Facility/Field Maint.	\$ 24,168
Insurance	\$ 4,767	Insurance	\$ 4,764
Internet (online registration)	\$ 5,425	Internet (online registration)	\$ 5,540
Scholarships	\$ 2,040	Scholarships	\$ 2,184
Maintenance (field/facility)	\$ -	Maintenance (field/facility)	\$ -
Miscellaneous	\$ 1,931	Miscellaneous	\$ 1,946
Paid Staff	\$ -	Paid Staff	\$ -
Professional Services (refs)	\$ 20,844	Professional Services (refs)	\$ 21,562
Refunds	\$ 5,210	Refunds	\$ 6,720
Rentals	\$ -	Rentals	\$ -
School District	\$ -	School District	\$ -
Star Program	\$ -	Star Program	\$ -
Supplies	\$ 423	Supplies	\$ 700
Tournament Entries	\$ 7,490	Tournament Entries	\$ 8,450
Uniforms	\$ 13,330	Uniforms	\$ 14,819
Community Donations	\$ 4,000	Community Donations	\$ 4,000
Total Expense:	\$ 105,051	Total Expense:	\$ 113,153
Ending Balance:	\$ 39,984	Ending Balance:	\$ 40,481

<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$ -
CD Account (3 total)	\$ 25,151
CD Account ____ month	\$ -
Investment Account	\$ -
Other Account	\$ -
Total Other Accounts	\$ -
Checking + Other	\$ 65,135

<i>List Savings/CDs/Investments here:</i>	
Savings Account	\$ -
CD Account (3 total)	\$ 25,281
CD Account ____ month	\$ -
Investment Account	\$ -
Other Account	\$ -
Total Other Accounts	\$ -
Checking + Other	\$ 65,762



**PLEASANT VALLEY RECREATION AND PARK DISTRICT
CO-SPONSORED GROUP
ANNUAL UPDATE**

Group: Camarillo Pony Baseball Association

Date: 10/19/2015

One representative from your organization must attend the following PVRPD Board Meeting on:

Thursday, November 5, 2015 at 6pm at Camarillo City Hall

OFFICERS	NAME	ADDRESS	DAY PHONE	CELL PHONE
President	<u>Joe Perry</u>	<u>PO BOX 2814 Camarillo, CA 93011</u>	<u>805-377-3233</u>	<u>805-377-3233</u>
Vice President	<u>Sheree Addison</u>	<u>PO BOX 2814 Camarillo, CA 93011</u>	<u>805-469-8090</u>	<u>805-469-8090</u>
Treasurer	<u>Rene Randall</u>	<u>PO BOX 2814 Camarillo, CA 93011</u>	<u>805-300-3172</u>	<u>805-300-3172</u>
Secretary	<u>Lisa Sandowsky</u>	<u>PO BOX 2814 Camarillo, CA 93011</u>	<u>805-208-3389</u>	<u>805-208-3389</u>

Number of participants last year: 750

Projected number of participants upcoming year: 800

Changes Organization has made from previous year: Opened up our 2 lower divisions (8 year olds and 9-10 year olds) to Advanced Baseball Teams/Travel Teams as a way to increase our enrollment.

Comments for the PVRPD Board of Directors: _____

Primary Facility (ies) Used? Kildee and Freedom

What Time are Board Meetings Held? 7pm-First Thursday of every month

Where are Board Meetings Held? Freedom Skyway Room

When are new Board Members Elected? General Election Mtg-July

When are new Board Members Installed? First General Mtg in September

Pleasant Valley Recreation and Park District Liaison: Lanny Binney, Recreation Supervisor

Please attach a copy of your By-Laws to this form.

Please Complete and Return the Annual Update and Financial Statement by October 16, 2015

Lanny Binney
1605 E. Burnley Street, Camarillo, CA 93010
Phone: 482-1996 x 17
Fax: 805-482-3468

Form Completed by (print): Joe Perry Date 10/19/2015

Sign: _____

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
COMMUNITY SERVICE GROUP - ANNUAL REVIEW
FINANCIAL STATEMENT**

NAME OF ORGANIZATION

CAMARILLO PONY BASEBALL ASSOCIATION

Last Year's Financial Statement

Proposed Budget

Period: Sept. 1, 2014 - Aug. 31, 2015

Period: Sept 1, 2015 - Aug. 31, 2016

Beginning Bank Balance: \$ 208,064
(Including all savings and checking accounts)

Beginning Bank Balance: \$ 202,115
(Including all savings and checking accounts)

Revenue:

All Star Fees	\$	23,200
Field Rental	\$	3,140
Fundraisers	\$	6,347
Grants Received	\$	3,500
Interest / Misc		
Registration	\$	147,723
Snack Bar	\$	87,597
Sponsors / Donations	\$	7,090
Sunday League Income	\$	28,459
Tournaments	\$	85,639
Total Revenue:	\$	392,695

Revenue:

All Star Fees	\$	24,000
Field Rental	\$	3,000
Fundraisers NET	\$	7,500
Registration	\$	145,000
Snack Bar	\$	85,000
Sponsors / Donations NET	\$	7,000
Sunday League Income	\$	30,000
Tournaments	\$	85,000
Total Revenue:	\$	386,500

Expenses:

Academic T-shirts	\$	530
Admin Expense	\$	6,147
Advertising	\$	1,868
Background Checks	\$	1,705
Bank / Merch Fees	\$	6,846
Depreciation Exp.		
Facil / Field Maint.	\$	140,457
Fall Ball	\$	11,009
Freedom Park Maint.	\$	1,700
Fundraising Exp.		
Insurance	\$	8,766
Open/Close Ceremonies		
Photographer	\$	1,976
PVRPD Lights / Rooms	\$	22,551
Snack Bar Exp.	\$	77,187
Sponsor and Donation	\$	806
Tourneys Exp.	\$	37,871
Trophies	\$	4,433
Umpires	\$	29,434
Uniforms & Equip.	\$	48,312
Total Expenses:	\$	401,598

Expenses:

Academic T-shirts	\$	1,000
Admin Expense	\$	7,000
Advertising	\$	2,000
Background Checks	\$	6,000
Bank / Merch Fees	\$	7,000
Facil / Field Maint.	\$	90,400
Fall Ball	\$	11,000
Insurance	\$	9,000
Photographer	\$	2,000
PVRPD Lights / Rooms	\$	24,000
Snack Bar Exp.	\$	80,000
Sponsor and Donation		
Tourneys Exp.	\$	38,000
Trophies	\$	4,500
Umpires	\$	35,000
Uniforms & Equip.	\$	60,254
Total Expenses:	\$	377,154

Net Income: \$ (8,903)

Net Income: \$ 9,346

Ending Bank Balances: \$ 202,115

Ending Bank Balances: \$ 211,461

**Pleasant Valley Recreation and Park District
Minutes of Regular Meeting
October 7, 2015**

1. CALL TO ORDER

Call to Order

The regular meeting of the Board of Directors of the Pleasant Valley Recreation and Park District was called to order at 6:00 p.m. by Chairperson Magner.

2. PLEDGE OF ALLEGIANCE

Michel Kostenuik led the pledge.

3. ROLL CALL

Roll Call

Ayes: Malloy, Kelley, Dixon, Mishler, Chairperson Magner

Absent:

ALSO PRESENT: General Manager Mary Otten, Administrative Services Manager Leonore Young, Park Services Manager Bob Cerasuolo, Administrative Analyst and Clerk of the Board Michele Kostenuik, Customer Service Representative and Board Secretary Karen Roberts, Recreation Supervisors Jane Raab and Lanny Binney, Park Supervisor Matthew Parker, Walt Robbins, Bob Aaron, Daniel and Sam and Nate Hurst, Lisa and Brett Jensen, Heather Abbott-Gonzales, Michele Brenning, Jacob Curren, Bob Dawson, Matt Lorimer, Som Khampanya, George Peraza, Adrian and Lara and Cristina Lam, Chris and Kai Arimura, Elizabeth Brooks, Beverly and Will Dykes, Clint Cates, Greg Berini, Carolina Guillen, Bryan Monka, Greg Guillen, Patricia Hawkins, Phillip Berry, Chris Rowland, John Clay, Andrew Harnett, Kelly Smith, Tim Azbell, and Andrew Dolan.

4. AMENDMENTS TO THE AGENDA

General Manager Mary Otten requested that Agenda Item 8.A. *Consideration and Approval Between the District and Quality Landscape Care* be pulled.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the agenda as amended.

**Motion to
Approve the
Amended
Agenda**

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Dixon, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

5. PRESENTATIONS

A. District Highlights

Administrative Analyst Michele Kostenuik presented the District highlights for September and October. Annual maintenance (August 24-September 7) took place at the Aquatics Center which also hosted a mini triathlon for kids and filming for a public service announcement. In the sports division, the Camarillo Cougars began their season in September practicing at Mission Oaks Park with 155 players and 78 cheerleaders. The Senior Center hosted a Fall Forum in September 18 and will be holding a Wii Bowling

tournament on October 8, a rummage sale on October 10, a flu shot clinic on October 22 and a Halloween Dance on October 27. The Community Center marquee has been refurbished and the park's grass dethatched. October 10 is the Foundation's Autumn Bluegrass Party for the Parks fundraiser and the annual Community Halloween Party will be held on Friday, October 30 this year at the Community Center Park. The District continues to recruit for service maintenance aides and recreation leaders.

B. Camarillo Girls Softball Association (CGSA)

Recreation Supervisor Lanny Binney introduced George Peraza, president and Som Khampanya, treasurer of CGSA who presented the organization's highlights. Mr. Peraza thanked Mr. Binney and staff for all of their assistance. Friday Night Lights has been a big success and the softball programs are going strong.

6. PUBLIC COMMENT

Chairperson Magner accepted nine speaker cards from Administrative Analyst and Clerk of the Board Michele Kostenuik. The first speaker, Walt Robbins of Camarillo suggested that the Pleasant Valley Senior Center be identified not as a senior center but as an adult recreation center. Mr. Robbins suggested that more people would participate in programs and that the District would be able to more accurately assess what the older population would like to see for their future.

Bob Aaron of Camarillo stated that he has the highest regard for the District staff, but that there are several issues with the expenditure of funds that have caused problems. Mr. Aaron mentioned he has evidence that fraud has been perpetrated against the people of the District and that they are being denied access to sensitive information. Mr. Aaron requested that the Board bring up the misappropriation of funds in a future agenda. He also mentioned that the present soccer leagues at PV Fields are receiving preferential treatment and that all soccer players should have a right to use the nice fields.

Daniel Hurtz of Newbury Park has two boys that play with Monka Soccer Academy (MSA). They started with AYSO, but wanted to play year-round and MSA offered the best program that fit what they needed. Mr. Hurtz stated that his children want to know why they cannot use the same fields as AYSO and the Eagles. Mr. Hurtz said that there are solutions which could include a mandatory dark period for all user groups so that the fields can rest. Mr. Hurtz asked that the District not ignore the written rules and that the Board represent the entire community which includes groups other than the groups with which they are personally affiliated.

Lisa Jensen of Camarillo grew up playing club soccer and basketball. Ms. Jensen's son and daughter want to play soccer in Camarillo with their friends. Ms. Jensen stated that community service organizations should be servicing kids in Camarillo. Her daughter used to play with the Eagles and there was only one girl on the U15 team that was from Camarillo. Ms. Jensen stated that she doesn't want away fields to be taken away from any of the kids, but that Camarillo kids should be able to play with their friends. Ms. Jensen requested that the Board consider making MSA a community service organization.

Heather Abbott-Gonzales an 11 year resident of Camarillo has three children who have played with AYSO for the past nine years. Ms. Abbott-Gonzales stated that her children have outgrown AYSO and chose to go with MSA for more competition at the local level. She stated that MSA players are being denied access to fields that are funded by Camarillo taxpayers. Ms Abbott-Gonzales asked why the Board, as local representatives, limits Camarillo to just two choices for soccer development when the choices do not meet the needs of over 150 kids who left the groups to play with MSA.

Michele Brenning of Camarillo has two children who have played with AYSO, the Eagles and now MSA. Ms. Brenning referred to an article in the September *Acorn* in which board members were quoted as saying that the sports fields cannot accommodate more organizations. Ms. Brenning stated that most of the kids playing for MSA have recently come from Eagles or AYSO teams, so there wouldn't be additional player usage. Ms. Brenning stated that the MSA players should have the same access to the fields as AYSO and the Eagles and that Director Kelley's involvement with the Eagles is a conflict of interest.

Jacob Curren of Camarillo stated that he loves Camarillo and wants to play soccer within the city. The Eagles and AYSO have access to PV fields and MSA deserves to have nice field space as well. Mr. Curren stated that he feels limited with his choices and does not understand why the District won't allow field access to MSA players. Mr. Curren requested the Board open their perspective to realize what the MSA families are facing.

Bob Dawson of Camarillo with AYSO mentioned that AYSO is celebrating its 40th year in Camarillo with over 1000 ices being given away this Saturday. AYSO is the largest youth sports organization in Camarillo and over 10% of the Camarillo population attends the Saturday games.

Matt Lorimer of Camarillo noted that the City of Camarillo does not give money to their senior center. Over 67,000 people live in Camarillo and 19,000 of the population are seniors. Mr. Lorimer suggested that the community wake up and ask why the city council will not give money to help the senior center.

7. CONSENT AGENDA

- A. Minutes for Regular Meeting September 2, 2015
- B. Warrants, Accounts Payable & Payroll thru September 24, 2015
- C. Financial Report
- D. Consideration and Approval of Agreement Between the District and Camrosa Water District for Installation of Monitoring Wells

Director Malloy requested that Consent Agenda Item 7.A. *Minutes for Regular Meeting September 2, 2015* be pulled for discussion.

**Motion to
Approve the
Consent Agenda
w/o Item 7.A.**

Chairperson Magner called for a motion. A motion was made by Director Malloy and seconded by Director Mishler to approve the Consent Agenda without Item 7.A.

Voting was as follows:

Ayes: Malloy, Mishler, Kelley, Dixon, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

Director Malloy requested that the word “wells” be accurately changed to “pumps” in Item 9.F. *General Manager’s Report* from the September 2, 2015 Regular Meeting minutes.

Chairperson Magner called for a motion. A motion was made by Director Mishler and seconded by Director Malloy to approve the amended minutes from the September 2, 2015 Regular Meeting.

**Motion to
Approve the
September 2
Minutes as
Amended**

Voting was as follows:

Ayes: Mishler, Malloy, Kelley, Dixon, Chairperson Magner

Noes:

Absent:

Motion Carried

Carried

8. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval Between the District and Quality Landscape Care

Pulled from the agenda.

9. INFORMATIONAL ITEMS

A. Chairperson Magner

B. Ventura County Special District Association/California Special District Association – CSDA - Chairperson Magner stated that she attended the August Monterey conference which had an informative presentation on cyber security. VCSDA posted on their website all the breakout sessions from the conference. Ms Magner, Directors Malloy and Mishler, and General Manager Otten attended the VCSDA monthly meeting at the Seabees Museum in Port Hueneme.

C. Santa Monica Mountains Conservancy/Joint Land Use Study – No report. JLUS has been finalized and there are no more meetings.

D. Standing Committees – Finance – Director Malloy stated that the District is on track with revenue and expenses and is looking for better interest rates for their investment funds. Personnel – Chairperson Magner and Director Kelley discussed the employee handbook and SEIU information.

E. Foundation for Pleasant Valley Recreation and Parks – Director Dixon mentioned that the fundraiser Autumn Bluegrass Party for the Parks will be held Saturday, October 10 at the Lamb Ranch and people are welcome to still sign up.

F. General Manager’s Report – General Manager Otten relayed that reclaimed water at Pleasant Valley Fields should be set to go this week. Work with the park ranger program and citations is progressing and upcoming events are a Wii Bowling

Tournament, rummage sale, the Foundation fundraiser, a flu shot clinic and the Halloween Carnival. Ms Otten attended the National Recreation and Parks Association conference in Las Vegas which presented information on inclusive playgrounds, fundraising and asset management with aging structures – all necessary topics as the District looks to meet demands of the community going forward.

10. ORAL COMMUNICATIONS

Director Malloy congratulated the Foundation on its upcoming first fundraiser. The Kiwanis and Amber Light community partners have assisted in pushing the need for inclusive type of play equipment to the forefront. Mr. Malloy also congratulated the Friends of the Camarillo Dog Parks (FCDP) with their successful Dogtoberfest event at Springville Park. Director Dixon noted that during the public comment portion of board meetings that it may appear that the Board is not listening because they do not respond then, but that every word is heard. Mr. Dixon stated that the Board wants to do what is best for the community and will need to assess what is working and the reasons behind the requested changes. Director Mishler congratulated AYSO on their 40th year anniversary. With over 4200 children in the program, one third of the Pleasant Valley School District is in AYSO in the fall with programs for everyone. Mr. Mishler commented that issues to be considered with additional soccer field usage requests are capacity, wear and tear, winter practice, lights, loss of surplus fields to other program expansion, parking, increased residential development, field hockey or rugby or golf and funding. Mr. Mishler stated that FCDP raised funds to help add capacity with the dog parks and that other groups need to consider the expense in adding capacity when thinking about the parks. Director Kelley commented that some members of the community disagree with the District's policy regarding community service organization which has been in effect for years. Mr. Kelley mentioned the merger of Real and Eagles soccer in past years. None of the current District Board members voted for any of the current community service designations. Mr. Kelley stated that the issue is of policy and it should not be a personal attack on someone who has been volunteering with youth sports organizations for years. Mr. Kelley said that simply supporting kids is not a conflict of interest and he wants all the players to become great. The issue is the policy and that is where it should stay. Chairperson Magner thanked Tim Azbell and Bob Dawson on their AYSO 40th year celebration.

11. ADJOURNMENT

Chairperson Magner adjourned the meeting at 7:18 p.m. in honor of Donna Mishler.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chairperson**

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: November 5, 2015

SUBJECT: FINANCE REPORT - SEPTEMBER

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for September 30, 2015.

ANALYSIS OF COMPARATIVE FINANCIAL THRU SEPTEMBER 30, 2015

Attached you will find the PVRPD Summary Financial Statement for the period of July 1, 2015 through September 30, 2015 with a year-to-date comparison for the period of July 1, 2014 through September 30, 2014.

REVENUES

Total revenue for the 3rd month ending September 30, 2015 has decreased \$688,323 over the same period as last year. This decrease is primarily due to the following two items: 1) Park Dedication Fee (Quimby Fee) in the amount of \$615,709 from AMLI in July and 2) NRPA Grant in the amount of \$75,000. The District's actual revenue is up in comparison to prior year by \$2,386 if the Quimby Fee and NRPA Grant revenue from prior year is removed. Actual revenues have reached 4.96% of the annual adopted budgeted.

EXPENDITURES

Personnel Expenditures decreased for fiscal year 2015-2016 by \$10,741 in comparison to personnel expense for the same period as fiscal year 2014-2015. This is a result of staff contributing more towards their own retirement and health benefits. Payroll is currently 22.9% of budget or 2.1% below budget.

Service and Supply Expenditures have decreased \$85,117 in comparison to the same time period as last year. The decrease is primarily due to water and electrical expense. Staff has been very diligent on keeping track of water usage for all parks, making sure the District is meeting the water reduction limits. With the longer summer evenings the need for lighting is less at ball fields.

There has been no activity in Capital Expenditures for the 3rd month of fiscal year 2015-2016.

FISCAL IMPACT

The District is starting the fiscal year under the approved budget by 5.8% and managers will continue to make a concerted effort to spend under the adopted budget during this fiscal year to help build reserves.

RECOMMENDATION

It is recommended that the Board review and approve the Financial Statement for September 30, 2015.

ATTACHMENTS

- 1) District Unaudited Manager Version Financial Statement as of September 30, 2015
(2 pages)

**Pleasant Valley Recreation and Park District
PVRPD:SUMMARY(Unaudited) from Great Plains
Year to Date Comparison
Statement of Revenues and Expenditures
For the period July 1, 2015 through September 30, 2015**

Account	Current Month September	PREVIOUS Year To Date 2015	CURRENT Year To Date 2016	BUDGET TOTAL Adopted 7/1/15	BUDGET REMAINING	% Of Budget Used 25%
DISTRICT WIDE REVENUE						
Tax Apportionment	5110			5,625,055.00	5,625,055.00	0.00%
Supplemental Assess Roll	5240			168.00	168.00	0.00%
Assessment Income	5500			1,017,150.00	1,017,150.00	0.00%
Park Dedication Fees (Quimby Fee)	5400	615,709.00		-	-	0.00%
District Wide Revenue	-	615,709.00	(615,709.00)	6,642,373.00	6,642,373.00	0.00%
RECREATION AND PARK REVENUE						
Public Fees	5510	190,410.03	186,637.22	610,177.00	423,539.78	30.59%
Certification Income	5512			-	-	#DIV/0!
Public Passes	5520	23,085.70	22,954.43	71,217.00	48,262.57	32.23%
Facility Rentals	5530	61,884.36	67,439.86	269,769.00	202,329.14	25.00%
Veteran's Field Rental	5531	1,905.75	111.00	12,000.00	11,889.00	0.93%
BMX Track Rental	5532	300.00	880.00	3,300.00	2,420.00	26.67%
RC Track Rental	5533	600.00	600.00	2,400.00	1,800.00	25.00%
Roller Hockey Rink Rental	5534	2,625.00	7,800.00		(7,800.00)	0.00%
Facility Cleaning Fee	5505			-	-	#DIV/0!
Park Patrol Citations	5506	1,541.56	846.22	900.00	53.78	100.00%
Plan Check Fee	5507			100.00	100.00	0.00%
Dividends Pardec Prior Yrs	5460			14,200.00	14,200.00	0.00%
Cell Tower Income	5535	23,472.23	16,891.53	93,381.00	76,489.47	18.09%
Indemnity Income	5545			5,000.00	5,000.00	0.00%
Senior Dues	5550	394.00	597.00	1,800.00	1,203.00	33.17%
Senior Services Income	5515	1,250.00	1,425.00	2,200.00	775.00	64.77%
Activity Guide Income	5555	2,900.00	400.00	6,000.00	5,600.00	6.67%
Vending Commissions	5525	53.56	367.47	940.00	572.53	39.09%
Banner Income	5562			900.00	900.00	0.00%
Donations	5570	72,386.92	72,161.92	92,350.00	20,188.08	78.14%
Donations for CIP Projects	5571			-	-	#DIV/0!
Grant - NRPA	5572	75,000.00		-	-	#DIV/0!
Other Misc. Income	5575	14,302.38	14,982.96	34,335.00	19,352.04	43.64%
Over/Under	5580	4.97		(96.00)	(96.00)	0.00%
Incentive Income	5585	257.87	2,892.64	17,075.00	14,182.36	16.94%
Reimbursement - ROPS	5600			136,000.00	136,000.00	0.00%
Other Interest Income	5310	476.15	824.15	5,573.00	4,748.85	14.79%
Recreation and Park Revenue	104,578.71	470,425.48	397,811.40	1,379,521.00	981,709.60	28.84%
TOTAL GENERAL FUND REVENUE	104,578.71	1,086,134.48	397,811.40 (688,323.08)	8,021,894.00	7,624,082.60	4.96%
GENERAL FUND EXPENDITURES						
Regular Wages	6100	500,674.30	458,092.09	2,173,806.00	1,715,713.91	21.07%
Overtime Wages	6101	2,959.14	2,108.87	17,162.00	15,053.13	12.29%
Part-Time Wages	6110	159,709.11	168,217.77	689,336.00	521,118.23	24.40%
Retirement	6120	102,912.83	101,841.12	373,844.00	272,002.88	27.24%
Part-Time 457 Pension	6121	135.22	405.66	4,100.00	3,694.34	9.89%
Employee Group Insurance	6130	98,420.39	74,441.85	283,043.00	208,601.15	26.30%
Worker's Compensation	6140	23,802.01	29,111.01	98,228.00	69,116.99	29.64%
Unemployment Insurance	6150			7,500.00	7,500.00	0.00%
PERS Unfunded Liability	6170	14,506.00	43,518.00	174,072.00	130,554.00	25.00%
Other Post Employee Benefit Exp	6161	-	-	-	-	0.00%
Personnel Expenditures	298,982.69	888,477.78	877,736.37 (10,741.41)	3,821,091.00	2,943,354.63	22.97%
Telephone	6210	1,181.66	2,408.97	18,792.00	15,402.97	18.03%
Internet Services	6220	502.00	1,443.44	10,488.00	9,057.00	13.64%
Pool Supplies	6310		2,063.99	15,000.00	13,854.12	7.64%
Janitorial Supplies	6320	2,133.13	9,329.11	46,100.00	33,641.24	27.03%
Kitchen Supplies	6330		145.77	1,395.00	1,389.01	0.43%
Food Supplies	6340	1,039.56	2,497.01	8,253.00	6,711.44	18.68%
Water Maint. & Service	6350	61.30	222.20	1,320.00	1,130.45	14.36%
Laundry/Wash Service	6360		104.75	350.00	350.00	0.00%
Janitorial Services	6370			3,000.00	3,000.00	0.00%
Medical Supplies	6380		270.18	1,745.00	1,379.97	20.92%
Insurance - Liability	6410	24,533.76	16,791.84	103,043.00	86,251.16	16.30%
Fuel	6510	3,285.83	10,131.11	48,000.00	40,451.15	15.73%
Vehicle Maintenance/Repair	6520	597.12	4,942.51	37,800.00	31,604.65	16.39%
Office Equipment & Repair	6530		(155.63)	1,175.00	1,175.00	0.00%
Computer Equip.-Maint./Repair	6540		2,853.58	5,248.00	5,248.00	0.00%
Bldg.Maintenance/Repair	6610	9,609.19	11,563.17	90,300.00	76,058.73	15.77%

Account	Current Month September	PREVIOUS Year To Date 2015	CURRENT Year To Date 2016	BUDGET TOTAL Adopted 7/1/15	BUDGET REMAINING	% Of Budget Used 25%	
Bldg. Eqpt. Maint.Repair	6620	359.46	294.18	1,751.56	10,800.00	9,048.44	16.22%
Improvements/Maintenance	6630	1,226.64	3,375.00	1,226.64	24,500.00	23,273.36	5.01%
Incidental Costs-Assessment	6709	15,348.25	15,075.02	15,348.25	27,500.00	12,151.75	55.81%
Grounds Maintenance	6710	512.84	10,892.89	7,369.96	95,180.00	87,810.04	7.74%
Contracted Landscaping Services	6720	10,250.00	41,947.12	51,287.81	395,900.00	344,612.19	12.95%
Contracted Pest Control	6730				2,000.00	2,000.00	0.00%
Rubbish & Refuse	6740	6,196.92	11,647.19	12,917.12	51,100.00	38,182.88	25.28%
Vandalism/Theft	6750	165.08		4,784.70		(4,784.70)	#DIV/0!
Memberships & Dues	6810	75.00	2,649.16	820.00	12,272.00	11,452.00	6.68%
Office Supplies	6910	1,946.98	5,110.26	5,125.97	23,897.00	18,771.03	21.45%
Postage/Freight & Express Mail	6920	413.23	6,035.91	5,973.40	23,600.00	17,626.60	25.31%
Advertising	6930		786.00		16,590.00	16,590.00	0.00%
Printing Charges	6940	1,076.52	2,237.55	2,131.68	17,516.00	15,384.32	12.17%
Bank & ActiveNet Charges	6950	6,512.21	17,657.72	17,481.92	38,020.00	20,538.08	45.98%
Approp.-Redev./Collection Fees (est)	6960	30,507.67	97,925.00	91,523.00	366,092.00	274,569.00	25.00%
Minor Furniture Fixtures & Equipment	6980	2,432.43	314.85	2,472.66	4,070.00	1,597.34	60.75%
Computer Hardware/Software	6990		14,893.63		18,852.00	18,852.00	0.00%
Fingerprint Fees-HR	7010	159.00	371.00	287.00	1,705.00	1,418.00	16.83%
Fire & Safety Inspection Fees	7020				5,088.00	5,088.00	0.00%
Business Permit & License Fees	7030	50.00	89.01	73.64	4,825.00	4,751.36	1.53%
State License Fee	7040		512.50		-	-	0.00%
Legal Services	7110	5,024.67	2,967.00	5,024.67	73,815.00	68,790.33	6.81%
Typeset & Print Services	7115	11,677.43	11,433.31	11,892.22	50,700.00	38,807.78	23.46%
Instructor Services/Payment	7120	20,189.22	39,562.30	42,599.95	139,186.00	96,586.05	30.61%
PERS Administrative Fees	7125	103.28	342.31	758.49	1,249.00	490.51	60.73%
Audit Services	7130	1,500.00		1,500.00	10,950.00	9,450.00	13.70%
Medical & Health Services-HR	7140	150.00	100.00	595.00	2,500.00	1,905.00	23.80%
Security Services	7150	724.26	931.18	1,157.76	4,586.00	3,428.24	25.25%
Entertainment Services	7160	150.00	350.00	406.79	1,950.00	1,543.21	20.86%
Business-Services	7180	1,969.86	13,137.71	15,410.23	72,268.00	56,857.77	21.32%
Umpire&Referee Services	7190	200.00	670.00	330.00	1,900.00	1,570.00	17.37%
Publications & Subscriptions	7210	313.92	634.85	2,720.67	3,816.00	895.33	75.24%
Rents & Leases-Equipment	7310	1,564.90	1,687.20	2,394.34	31,360.00	28,965.66	7.64%
Building/Field Leases and Rentals	7320		75.00		8,628.00	8,628.00	0.00%
Aquatic Supplies	7410	(10.00)	225.59	580.92	1,910.00	1,329.08	30.41%
Classroom Supplies	7420		1,133.05	152.12	6,705.00	6,552.88	2.27%
Bingo Supplies	7430	972.55	1,102.67	1,694.15	7,500.00	5,805.85	22.59%
Sporting Goods	7440	1,903.27	3,254.62	2,116.37	10,029.00	7,912.63	21.10%
Art & Craft Supplies	7450	11.81	253.46	542.50	3,280.00	2,737.50	16.54%
Training Supplies	7460		618.25		3,650.00	3,650.00	0.00%
Camp Supplies	7470			447.51	700.00	252.49	63.93%
Small Tools	7510	124.62	2,125.32	2,091.65	16,500.00	14,408.35	12.68%
Uniforms	7610	449.38	1,043.66	904.59	11,285.00	10,380.41	8.02%
Safety Clothing & Supplies	7620	1,069.14	2,511.20	2,975.87	8,415.00	5,439.13	35.36%
Conference & Seminars	7710		1,100.00	1,239.21	15,195.00	13,955.79	8.16%
Out of Town Travel	7720		1,468.76	886.55	16,784.00	15,897.45	5.28%
Private Vehicle Mileage	7730	313.59	472.08	589.02	4,903.00	4,313.98	12.01%
Transportation Charges	7740		390.00		1,200.00	1,200.00	0.00%
Special Events	7750	2,165.80	3,104.18	2,663.30	19,320.00	16,656.70	13.79%
Tuition/Book Reimbursement	7760				-	-	#DIV/0!
Gas	7810	1,012.06	3,223.30	2,786.06	29,693.00	26,906.94	9.38%
Water	7820	62,281.27	180,503.21	125,713.06	829,626.00	703,912.94	15.15%
Electricity	7830	19,442.56	59,942.60	36,989.74	264,450.00	227,460.26	13.99%
Awards & Certificates	7910	3,054.60	3,830.46	4,009.57	17,995.00	13,985.43	22.28%
Meals & Entertainment	7920		792.35	50.34	2,800.00	2,749.66	1.80%
Employee Morale	7930			153.58	3,450.00	3,296.42	4.45%
Cost to Issue Side Fund Loan	6971		807.38		-	-	#DIV/0!
Cost to Issue COP's	6970		4,135.28		-	-	#DIV/0!
Loan Payment Pension Obligation (est)	6160	18,747.75	54,900.00	56,243.25	224,973.00	168,729.75	25.00%
COP Debt - PV Fields (est)	7950	61,585.08	180,375.00	184,755.25	739,021.00	554,265.75	25.00%
Service and Supply Expenditures		312,333.04	883,371.19	798,254.15 (85,117.04)	4,173,608.00	3,375,353.85	19.13%
Capital Expenditures	8400		14,975.00		454,000.00	454,000.00	0.00%
LWCF Grant	8401		18,987.13				
NRPA Grant	8402				25,000.00	25,000.00	0.00%
Equipment/Facility Replacement	8420						
Parking Lot Repair-Assessment	6718				-	-	#DIV/0!
Tree Care-Assessment	6719		2,226.00		-	-	#DIV/0!
Playground Replacement- Assess	6721				-	-	#DIV/0!
Park Amenities- Assess	6722				-	-	#DIV/0!
Facility Replacement	6723				-	-	#DIV/0!
Capital Expenditures		-	36,188.13	-	479,000.00	479,000.00	0.00%
TOTAL GENERAL FUND EXPENDITURES		611,315.73	1,808,037.10	1,675,990.52	8,473,699.00	6,797,708.48	19.78%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Bob Cerasuolo, Parks Services Manager

DATE: November 5, 2015

**SUBJECT: CONSIDERATION AND APPROVAL OF AGREEMENT
BETWEEN THE DISTRICT AND SOUTHERN
CALIFORNIA EDISON FOR EASEMENT LOCATED AT
SPRINGVILLE DEVELOPMENT**

RECOMMENDATION

It is recommended that the Board approve the easement with Southern California Edison located at the Springville Development.

BACKGROUND

Comstock Homes is currently the developer of the land and park located within the Springville Development. As part of the new development project Southern California will need an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communications systems consisting of wires, underground conduits, cables, vaults and other appurtenant fixtures and equipment necessary for distributing electrical energy.

The requested easement is located on various strips of land lying within Lot 2 of tract No.5561-1. Strip #1 is five feet wide (5 ft), Strip #2 is eighteen and half feet wide (18.5 ft) and Strip #3 is ten feet wide (10 ft).

ANALYSIS

An easement is needed in order to provide power for the neighborhood as well as the park. In order for Comstock to continue with the building of the sub-division as well as the park, California Edison will need Pleasant Valley Recreation and Park District to grant the easement.

FISCAL IMPACT

There is no fiscal impact associated with this request.

RECOMMENDATION

It is recommended that the Board approve the easement with Southern California Edison located at the Springville Development.

ATTACHMENTS

- 1) Exhibit A – Easement Agreement (4 pages)
- 2) Exhibit B – Map (1 page)

OCT 07 2015



October 5, 2015

Pleasant Valley Recreation & Park District
c/o Comstock Homes
Attn: Harriet Rapista
2301 Rosecrans Avenue, Suite 1150
El Segundo, CA 90245-4976

SUBJECT: Electric Service to Tract 5561-1
Work Order No. TD955478

Dear Ms. Rapista:

Enclosed is the revised Southern California Edison Company Grant of Easement document for the above project. Language has been added per comments received from the property owner.

You will find enclosed an original and one copy of a Grant of Easement. Please have the original Grant of Easement executed, have the signatures notarized, and return to me. **NOTE:** The notary stamps must be clear and legible to be accepted for recording by the County Recorder's Office. Failure to promptly return the executed easement to this office may delay the energizing and scheduling of the facility installation. The copy of the easement is for your files.

Thank you for your cooperation on this project. If you have any questions, or need additional information, please call me at (714) 568-1800 ext. 228 or E-mail me at vwalters@spectrumland.com.

Sincerely,

A handwritten signature in blue ink that reads "Walters".

Vicky Walters
Senior Right of Way Agent

Enclosures

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO

SOUTHERN CALIFORNIA EDISON COMPANY

Real Properties
2131 Walnut Grove Avenue, 2nd Floor
Rosemead, CA 91770

Attn: Distribution/TRES

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT OF EASEMENT

Table with columns: DOCUMENTARY TRANSFER TAX \$ NONE (VALUE AND CONSIDERATION LESS THAN \$100.00), DISTRICT (Ventura), WORK ORDER (TD955478), IDENTITY, MAP SIZE, FIRM NAME (SCE Company), FIM: 32-31B-5, APPROVED: Real Properties, BY (SLS/BT), DATE (10/5/2015)

THE PLEASANT VALLEY RECREATION AND PARK DISTRICT (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems")...

VARIOUS STRIPS OF LAND LYING WITHIN LOT 2 OF TRACT NO. 5561-1, AS PER MAP RECORDED IN BOOK 162, PAGES 1 THROUGH 10 OF MISCELLANEOUS RECORDS (MAPS), IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

STRIP #1 (5.00 FEET WIDE)

THE NORTHERLY LINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE WESTERLY TERMINUS OF THAT CERTAIN COURSE IN THE NORTHERLY LINE OF SAID LOT 2, SHOWN AS "NORTH 89°47'39" WEST 331.88 FEET" ON SAID MAP OF TRACT NO. 5561-1; THENCE ALONG SAID CERTAIN COURSE, SOUTH 89°47'39" EAST 17.40 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A"; THENCE CONTINUING ALONG SAID CERTAIN COURSE, SOUTH 89°47'39" EAST 22.50 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "B"; THENCE CONTINUING ALONG SAID CERTAIN COURSE, SOUTH 89°47'39" EAST 9.00 FEET TO A POINT OF ENDING.

STRIP #2 (18.50 FEET WIDE)

THE CENTERLINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT "A"; THENCE SOUTH 00°12'21" WEST 16.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #1 DESCRIBED HEREINABOVE.

STRIP #3 (10.00 FEET WIDE)

THE CENTERLINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

BEGINNING AT SAID POINT "B"; THENCE SOUTH 00°12'21" WEST 10.25 FEET TO A POINT OF ENDING.
EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #1 DESCRIBED HEREINABOVE.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, or other structures except landscaping, walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

Grantor further reserves the right to use the underlying property for any and all other uses that do not unreasonably interfered with the rights stated herein.

Grantee hereby agrees to defend, indemnify, and hold harmless Grantor from and against any and all claims, liability, and damages caused by Grantee's activities related to said easement, except to the extent that such claims arise from the active negligence or willful misconduct of Grantor, its employees', agents' and contractors'.

EXECUTED this _____ day of _____, 20__.

GRANTOR

THE PLEASANT VALLEY RECREATION AND
PARK DISTRICT

Signature

Print Name

Title

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
)
County of _____)

On _____ before me, _____, notary public,
(here insert name)

personally appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

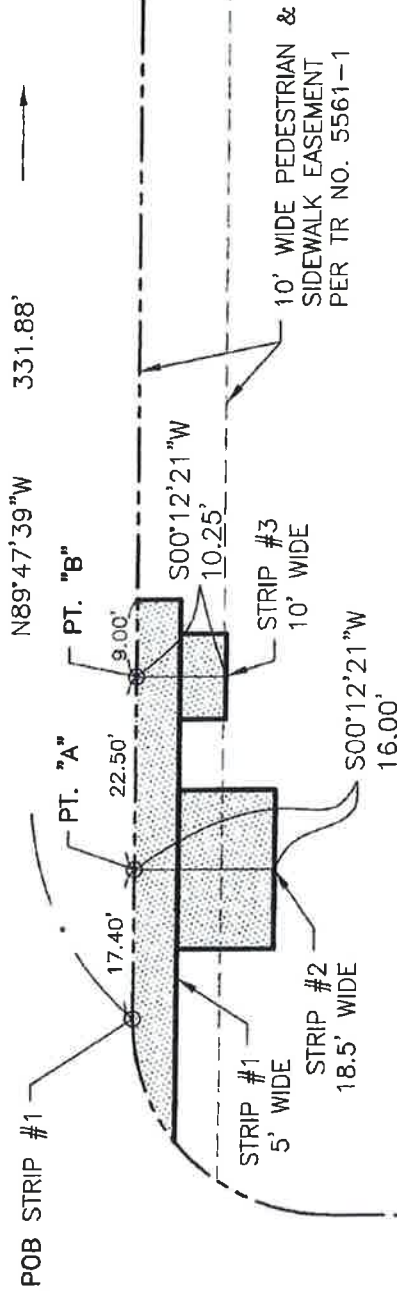
Signature _____

(This area for notary stamp)



PONDEROSA DRIVE

CALISTOGA ROAD



LOT 2
TRACT NO. 5561-1
162 MR 1-10
VENTURA COUNTY

SCE EASEMENT	
DST	TD955478
SLS/BT	06/23/15

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT/AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: November 5, 2015

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 549 REQUESTING A LOAN FROM THE CAPITAL
ACCOUNT TO THE GENERAL FUND ACCOUNT**

RECOMMENDATION

It is recommended that the Board approve Resolution No.549 directing staff to loan funds from the Capital Account to the General Fund Account to cover payroll and accounts payable expenditures for the remainder of the calendar year 2015.

BACKGROUND

Managing the District's annual fiscal year budget continues to be a challenge for staff and the District as revenues are relatively flat and costs are increasing. Beyond a variety of fees and charges that serve as revenue, the primary source of revenue is property taxes.

The District receives the property taxes in two increments during the months of April and December. In the past these two payments have been sufficient to cover the District expenses from April through December and January through March. For the month of December the District will need to borrow funds from the District's Capital account, at an interest rate of .25% (the Capital account currently earns interest at .25%) to cover the December payroll and accounts payable. Once the December tax apportionment is received, the loan will be repaid back to the Capital account with interest.

ANALYSIS

It is estimated the District will require an amount of approximately \$600,000 to sufficiently operate for the remainder of the calendar year prior to the next property tax increment. This temporary loan will provide funds for personnel costs and operations (materials and supplies) and will not force the District to borrow funds from the District's bank as it had to do two years ago.

Based on the December property tax payment history, the District will be able to reimburse the Capital Account in January 2016.

FISCAL IMPACT

The fiscal impact to the General Fund will be for the interest paid to the Capital Account of approximately \$127.41 if the entire \$600,000 is borrowed from the Capital Account.

RECOMMENDATION

It is recommended that the Board approve Resolution No. 549 directing staff to loan funds from the Capital Account to the General Fund Account.

ATTACHMENT

- 1) Resolution No. 549 (1 page)

RESOLUTION NO. 549

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUESTING A 60-DAY TEMPORARY LOAN FROM THE CAPITAL FUND TO THE
GENERAL FUND CHECKING**

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District (“District”) is a local public agency, operating pursuant to its principal act set forth in California Public Resources Code Section 5780 et seq.; and

WHEREAS, the District Board of Directors (“Board”) desires to authorize the Capital Fund to temporarily loan the General Fund an amount not to exceed \$600,000 for District operations, pending receipt of tax revenues in December 2015: and

WHEREAS, the General Fund will pay an interest rate of .25% to the Capital Fund for the actual amount of funds borrowed.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 5th day of November, 2015, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Elaine L. Magner, Chairperson, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Neal Dixon, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Leonore Young, Administrative Services Manager

DATE: November 5, 2015

**SUBJECT: CONSIDERATION AND APPROVAL OF
RESOLUTIONS NO. 550 AND NO. 551 AUTHORIZING
INVESTMENTS OF DISTRICT FUNDS**

RECOMMENDATION

It is recommended the Board of Directors consider and approve Resolution No. 550 for Ventura County Pool and Resolution No. 551 for Multi-Bank Securities (MBS) authorizing and requesting investment of funds in the Ventura County Pool and Multi-Bank Securities.

BACKGROUND

During the January 2015 Finance Committee meeting staff was asked to contact and review Cal Trust's investment options. A representative from Cal Trust, Lyle Defenbaugh made a presentation to Mary Otten and Leonore Young. At the February 2015 Finance Committee meeting the Committee directed staff to look at other investment options. Staff met with Steve Hintz, County of Ventura Treasurer-Tax Collector and his staff and reviewed the Ventura County Pool Investment Plan. Staff also met with David Maccagnone and Peter Yanez of Multi-Bank Securities, Inc. and discussed their investment options for the District. The District currently invests 100% of its excess funds into Local Agency Investment Fund (LAIF). In the analysis below you will see a comparison between LAIF and the three investment options that were presented to the General Manager and the Administrative Services Manager.

At the April 1, 2015 Board Meeting the Investment Policy along with the investment options were presented to the Board. The Board adopted the Investment Policy and decided to review the short and long term investment options. During the August 2015 Finance Committee, staff was asked to re-visit the three different investing companies and to prepare a comparison to be presented at the September Finance Committee meeting. At the September 2015 Finance Committee meeting, staff presented the three options to the Committee. The Committee reviewed all three options and decided to invest in the Ventura County Pool and Multi-Bank Securities (MBS) due to a higher yield on investment. The Committee also asked staff to present the two choices at the November 5, 2015 Board Meeting.

ANALYSIS

The District has been reviewing their investment options, looking at daily, short, medium and long term commitments. The length of time for the investment of the excess funds affects the rate of return. The District currently invests 100% of its excess funds into LAIF earning on the average of 0.22%. Some of these funds are currently invested at Pacific Western Bank with a yield of 0.25%. The investments are not laddered or tiered, therefore all of the excess funds are earning 0.22% or 0.25% depending if the funds are in LAIF or Pacific Western Bank.

Ventura County Investment Pool (The Pool) for the month of September 2015 yielded 0.56%. The Pool has same day liquidity.

Multi-Bank Securities, Inc. (MBS) offers a different approach to investing than LAIF, Cal Trust or Ventura County Investment Pool or Pacific Western Bank. They use the "ladder method". The District could invest their funds with MBS and MBS would ladder the funds. For example if the District were to invest \$1,000,000, MBS then would purchase bonds in \$200,000 increments and the bonds would be for 0-60 months in 12 month increments, yet each bond would be at a different interest rate depending on the length of the bond. Each year when a bond became due, the District would have the option to either take the funds or roll the funds into another bond. By having five bonds going out 0-60 months, a laddered maturity strategy would look like the following: 1-Year at 0.65%, 2-Year at 1.15%, 3-Year at 1.70%, 4-Year at 2.0% and 5-Year at 2.30%. MBS can liquidate the bonds if the District needed the funds in an emergency. The funds would be available three business days after the sale of the CDs.

FINANCE COMMITTEE REVIEW

The Finance Committee met on September 30, 2015, reviewed and discussed the three investment options and chose the Ventura County Pool and Multi-Bank Securities (MBS) for the District to invest.

FISCAL IMPACT

The fiscal impact would be earning a higher interest rate on the investment the District currently has, therefore increasing the cash in the excess funds.

RECOMMENDATION

It is recommended the Board of Directors consider and approve Resolution No. 550 for Ventura County Pool and Resolution No. 551 for Multi-Bank Securities (MBS) authorizing and requesting investment of funds in the Ventura County Pool and Multi-Bank Securities.

ATTACHMENTS

- 1) Investment Matrix (1 page)
- 2) Resolution No. 550 (2 pages)
- 3) Resolution No. 551 (2 pages)

Investment

	MBS	Ventura County
Benefits	Laddered Maturity Strategy	Local
Ladder	1 Year = .65% 2 Years = 1.15% 3 Years = 1.70% 4 Years = 2.0% 5 Years = 2.30%	No
24/7 Access Liquidity	3 Business Days from Sale of CD	Same Day
Current Rates 9/22/15	See Above	0.56%
Fees to Withdraw	No	No
Fees	Bank Pays MBS to Underwrite the CD, no Fee to District	Deducted from the Yield. 6.5 Basis Points*
Initial Investment	None	\$25,000
Minimums	None	\$25,000
Maximums	Unlimited, up to FDIC Insured \$250,000 per CD	No

* Basis Point is 0.01%

RESOLUTION NO. 550

A RESOLUTION OF THE PLEASANT VALLEY
RECREATION AND PARK DISTRICT
AUTHORIZING AND REQUESTING THE
INVESTMENT OF EXCESS FUNDS IN THE
VENTURA COUNTY TREASURY POOL

WHEREAS, the Administrative Services Manager has determined or may determine from time to time, that the District has excess funds which are not required for immediate use; and

WHEREAS, California Government Code Section 53684 allows the Administrative Services Manager, with consent of the County Treasurer-Tax Collector, to deposit the excess District funds in the County Treasury Pool for the purpose of investment by the County Treasurer-Tax Collector; and

WHEREAS, the existing District Investment Policy adopted on April 1, 2015, authorizes the investment of excess City funds in county investment pools; and

WHEREAS, the Administrative Services Manager has determined that the deposit of excess District funds in the Ventura County Treasury Pool in accordance with Section 53684 of the California Government Code is in the best interest of the Pleasant Valley Recreation and Park District; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pleasant Valley Recreation and Park District as follows:

Section 1. The deposit and withdrawal of excess District funds in the Ventura County Treasury Pool is authorized and will be made in accordance with Section 53684 of the California Government Code for the purpose of investment as stated therein.

Section 2. The following Pleasant Valley Recreation and Park District officers or their successors in office shall be authorized to order the deposit or withdrawal of excess funds in the Ventura County Treasury Pool:

Mary Otten, General Manager; and
Leonore Young, Administrative Services Manager; and
Elaine Magner, Board Chair

PASSED AND ADOPTED ON 5th November 2015.

AYES: _____

NAYS: _____

ABSENT: _____

Elaine L. Magner, Chairperson
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Neal Dixon, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

RESOLUTION NO. 551

A RESOLUTION OF THE PLEASANT VALLEY
RECREATION AND PARK DISTRICT
AUTHORIZING AND REQUESTING THE
INVESTMENT OF EXCESS FUNDS IN MULTI-
BANK SECURITIES, INC.

WHEREAS, the Administrative Services Manager has determined or may determine from time to time, that the District has excess funds which are not required for immediate use; and

WHEREAS, California Government Code Section 53684 allows the Administrative Services Manager, with consent of the Multi-Bank Securities, Inc., to deposit the excess District funds into Multi-Bank Securities, Inc. for the purpose of investment; and

WHEREAS, the existing District Investment Policy adopted on April 1, 2015, authorizes the investment of excess City funds in Multi-Bank Securities, Inc.; and

WHEREAS, the Administrative Services Manager has determined that the deposit of excess District funds in Multi-Bank Securities, Inc. in accordance with Section 53684 of the California Government Code is in the best interest of the Pleasant Valley Recreation and Park District; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pleasant Valley Recreation and Park District as follows:

- Section 1. The deposit and withdrawal of excess District funds in Multi-Bank Securities, Inc. is authorized and will be made in accordance with Section 53684 of the California Government Code for the purpose of investment as stated therein.
- Section 2. The following Pleasant Valley Recreation and Park District officers or their successors in office shall be authorized to order the deposit or withdrawal of excess funds in Multi-Bank Securities, Inc.:

Mary Otten, General Manager; and
Leonore Young, Administrative Services Manager; and
Elaine Magner, Board Chair.

PASSED AND ADOPTED ON 5th November 2015.

AYES: _____
NAYS: _____
ABSENT: _____

Elaine L. Magner, Chairperson
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Neal Dixon, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Bob Cerasuolo, Parks Services Manager

DATE: November 5, 2015

**SUBJECT: CONSIDERATION AND DIRECTION REGARDING
CAPITAL IMPROVEMENT PROJECTS**

RECOMMENDATION

It is recommended the Board approve the Capital Improvement projects for fiscal year 2015-2016: 1) Springville Tennis Courts 2) Lokker Park Basketball Court 3) One third of Pleasant Valley Fields Parking Lot (West end), 4) Camarillo Grove Pavilion Area #1, 5) Camarillo Grove Pavilion Area #2, and 6) Charter Oaks Tree Windrow.

BACKGROUND

The Pleasant Valley Recreation and Park District first developed a Five Year Capital Improvement Plan in fiscal year 2009-2010. Since that time the District has completed over \$16,000,000 in Capital Improvement Projects. Projects which have benefited from Capital Improvement funds range from facility upgrades such as slurring and striping parking lots, new restrooms, and designing and building playgrounds to constructing the fifty-five acre Pleasant Valley Fields sports complex and re-roofing buildings. There currently is an updated plan which was developed to assist the District in projecting, identifying, and quantifying infrastructure repair, renovations, and replacements. The plan was designed to be reviewed and adjusted each fiscal year.

Due to budget constraints over the past few years the priorities of the Capital Improvement Projects have changed and have been modified from the original 2013-2018 plan. Some of the priorities for the current fiscal year are those which could cause the District liability issues and/or concerns: resurface Springville Tennis Courts and resurface Lokker Park basketball court as both of these surfaces are slippery and deteriorating. The other projects that have been identified are as follows: 1) One third of the Pleasant Valley Fields Parking Lot to be slurry sealed, 2) Camarillo Grove Pavilion Area #1, 3) Camarillo Grove Pavilion Area #2, and 4) Charter Oak Tree Windrow.

ANALYSIS

Staff has reviewed the various Capital Improvement Projects and recommends this year the capital improvement allocation be used for the following projects:

- 1) Resurfacing Springville Tennis Courts
- 2) Resurfacing Lokker Park Basketball Court
- 3) One third of the Pleasant Valley Fields Parking Lot to be Slurry Sealed

- 4) Camarillo Grove Pavilion Area #1 – replacing rotten/deteriorating wood
- 5) Camarillo Grove Pavilion Area #2 – adding more wood to increase the shade area
- 6) Charter Oak Tree Windrow – continue with long term windrow pruning and tree removal and replacement plan.

The recommendation is based on:

- Condition – Both Springville tennis courts as well as Lokker basketball courts have not been resurfaced since they were developed in 1997. These surfaces have been worn down and are now slippery.
- Amount of use – The degree of use coupled with the site conditions have resulted in excessive wear and are less appealing to the patrons. Camarillo Grove pavilions see weekly and some times daily use with dog park patrons, pavilion rentals, as well as many community events located at the park.
- Age of the equipment – A recommendation to keep District parking lots in good condition is to slurry seal every three to five years. It is recommended the District slurry seal one-third of the Pleasant Valley Fields parking lot this year then look at slurry sealing the rest of the parking lot over the next two years.
- Liability – Charter Oak Park is lined with Eucalyptus trees which border two planned developed housing tracts. The past pruning practice was to top the trees however, with a change in budget priorities, there has been limited funds to continue to maintain these trees.

FISCAL IMPACT

The action requested with this item will have the following fiscal impact to the Capital Budget:

- 1) Resurfacing Springville Tennis Courts - \$15,000
- 2) Resurfacing Lokker Park Basketball Court - \$5,000
- 3) One third of the Pleasant Valley Fields Parking Lot to be Slurry Sealed - \$15,000
- 4) Camarillo Grove Pavilion Area #1 – \$9,000
- 5) Camarillo Grove Pavilion Area #2 – \$5,000
- 6) Charter Oak Tree Windrow – \$14,000

The total fiscal impact to the Capital fund will be \$63,000.

RECOMMENDATION

It is recommended the Board review, discuss and approve the following Capital Improvement Projects for fiscal year 2015-2016: 1) Springville Tennis Courts, 2) Lokker Park Basketball Court, 3) One third of the Pleasant Valley Fields Parking Lot, 4) Camarillo Grove Pavilion Area #1, 5) Camarillo Grove Pavilion Area #2, and 6) Charter Oak Tree Windrow.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Michele Kostenuik, Administrative Analyst

DATE: November 5, 2015

**SUBJECT: CONSIDERATION AND APPROVAL OF GRANT
SUBMISSION TO SANTA MONICA MOUNTAINS
CONSERVANCY (SMMC) FOR PHASE TWO OF THE
OPEN SPACE, TRAILS AND GREENWAY PLANNING
STUDY**

RECOMMENDATION

It is recommended the Board review and authorize staff to proceed with the Santa Monica Mountains Conservancy (SMMC) grant application for phase two of the Open Space, Trail, and Greenway Planning Study.

BACKGROUND

The District received a grant on January 23, 2012 from the Santa Monica Mountains Conservancy of \$32,000 to create a professional *Open Space, Trail, and Greenway Planning Study*. The purpose of the development of the planning study was to evaluate the approximately 6,300 acres of land overlapping the Santa Monica Mountains Conservancy and Pleasant Valley Recreation and Park District boundaries. Specifically, inventory, map, and analyze land ownership, trail systems, and greenway usage of the area. The Planning Study identified parcels that could be preserved as open space, and used to develop connections, trails, and bike paths, ultimately creating a greenway network that would serve the community and increase access to the hillsides and open spaces.

The study was conducted by Rincon Consultants, an environmental consulting firm. This project was an asset to the District identifying key connection points and areas of potential interest for future pathways and open space. This plan also assisted the District in securing additional funds from other grant sources as it provided an effective overview of future needs of the area, which funders like to see in agencies.

ANALYSIS

The intent of this project is for the District to hire Rincon Consultants, professional environmental consulting firm to refine the plan focusing on only the key points of interest: Camarillo Grove Park area and from the District's boundary at CSUCI connecting to the District parks. This phase will include development of detailed maps indicating land ownership and

property values; engineering estimates and concept design of connecting trail systems; conducting stakeholder meetings to gain buy-in and create working partnerships; contacting owners to identify potential interest in selling or lease options; and creating topographic map of Camarillo Grove Park. The purpose of conducting this next phase is to have a clear strategic plan of action for future acquisition, easements, and trail construction. It will provide a solid guideline and realistic cost estimates to leverage partners and secure additional funding from other grant sources.

This project falls within the Project Planning and Design category of the SMMC Proposition 1 Competitive Grant Program and is due by November 30, 2015. Immediate implementation is required therefore, if accepted, the project will begin as soon as January 2016 and will take up to six months to be completed.

FISCAL IMPACT

Requesting from granting agent up to \$42,000 for the project with up to a 20% match of total from District if awarded.

RECOMMENDATION

It is recommended the Board review and authorize staff to proceed with the Santa Monica Mountains Conservancy (SMMC) grant application for phase two of the Open Space, Trail, and Greenway Planning Study.

ATTACHMENTS

- 1) Rincon Consultants, Inc. Project Proposal (20 pages)



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003
805 644 4455
FAX 644 4240

info@rinconconsultants.com
www.rinconconsultants.com

October 9, 2015
Project No. 15-01979
Michele Kostenuik, Administrative Analyst
Pleasant Valley Recreation and Park District
1605 East Burnley Street
Camarillo, California 93010

Subject: Proposal to Prepare Phase 2 of Open Space, Trails, and Greenways Planning Study

Dear Ms. Kostenuik:

In response to your request, Rincon Consultants, Inc. is pleased to submit this proposal to prepare Phase 2 of the Open Space, Trails, and Greenways Planning Study ("project").

Understanding of the Project. The purpose of the Phase 2 study is to enable the Pleasant Valley Recreation and Parks District (District) to engage in acquisition of land within its jurisdictional boundary for the sake of passive recreational uses and habitat protection. Specifically, the District desires to expand opportunities for hiking and biking in the hillsides, foothills, and approaches to the Santa Monica Mountain Range, the western-most portions of which are within the service area. Following up on the final Phase 1 report from December 2012, the project will involve updating baseline conditions in the approximately 9,848-acre study area, meeting with landowners in high-priority portions of the study area to gauge their willingness to participate in trail development, refining and mapping proposed trails, estimating the costs of acquiring land and constructing trails, and aligning this work with grant opportunities currently being pursued by staff.

The following proposal outlines our scope of work and approach to technical issues, provides a proposed cost, and identifies key project personnel and recent relevant experience.

PROJECT APPROACH

Based on our understanding of your needs, the associated scope of work is to include the following tasks.

Task 1: Kickoff Meeting and Project Initiation

The initial task in this work program is to hold a project kickoff meeting with District staff within two weeks following authorization to proceed. The kickoff meeting will provide an opportunity to review and finalize the work scope, confirm details of our approach to completing all necessary tasks, and establish an operational protocol. Concurrent with this task, the project team will develop a list of data needs and a plan for acquiring all necessary data.

Task 2: Update Baseline Conditions

Rincon will tour publicly accessible portions of the study area, focusing on previously identified high-priority areas, to update baseline conditions from Phase 1 of the Open Space, Trails, and Greenways



Planning Study. The site visit will include a comprehensive field survey using a Trimble Global Positioning System (GPS) unit to identify and precisely locate existing hotspots of informal recreational use. Land managers and law enforcement agencies also will be polled for this purpose. Using the updated parcel data acquired in Task 3, Rincon will compile a complete list of public and private landowners in the study area.

Task 3: Update and Refine Existing Condition Figures

This task will begin with obtaining up-to-date GIS data in shapefile (.shp) format from various sources. Rincon will obtain up-to-date digital parcel information from the County of Ventura and link this information to a database obtained through the County Assessor's office in order to catalog and identify all parcels within the study area. Current easement and deed restricted information will be requested from the Ventura County Department of Public Works. In addition, Rincon will obtain digital trail, bike, and greenway information from agencies which oversee or have an interest in lands found within the study area. These agencies include but are not limited to the Conejo Open Space Conservation Agency (COSCA), California State Parks Foundation, local National Parks Service, Ventura County Transportation Commission, County of Ventura, the City of Camarillo, California State University Channel Islands (CSUCI), and the Ventura Resource Management Agency.

Based on available digital data, Rincon will produce the following five existing condition figures:

- Topographic map of Camarillo Grove Park;
- Parcels and Assessor Parcel Numbers throughout the study area;
- Color-coded parcels based on Assessor data of current land values;
- Existing locations of informal recreational use; and
- Updated Biologically Significant Areas (from Figure 7 in Phase 1 report).

Task 4: Stakeholder Engagement

Since the Phase 1 report identified parcels of high value for acquisition in several parts of the study area, Rincon will further investigate the suitability of these parcels by conducting one-on-one meetings with individual landowners. Meetings will be set up to discuss the project, address questions and concerns, and obtain essential feedback from landowners, which would be incorporated into the project. Rincon will lead these meetings with assistance from available District staff.

Focus areas for meetings with landowners include the CSUCI campus and surrounding properties; parcels extending from Camarillo Grove Park to the Santa Rosa Valley / Hill Canyon area; the Caltrans tunnel under U.S. Highway 101; areas surrounding open space lands over which the Mountains Recreation and Conservation Authority (MRCA) holds easements; and the Potrero Road uplands.

In addition to private landowners in high-priority area, public landowners to meet may include, but are not limited to, the following:

- CSUCI (to address campus lands and a planned bicycle trail along the main road to campus);
- Camrosa Water District;
- Caltrans (to address the tunnel under Highway 101);
- COSCA;
- National Park Service (to discuss the status of the Juan Bautista de Anza National Historic Trail study);
- Santa Monica Mountains Conservancy;
- MRCA; and



- Southern California Edison Co.

Rincon will take the following approach to landowner meetings:

- Present the District's vision for an open space network in the study area;
- Identify proposed trails, their general locations, and their purposes for regional connectivity or public accessibility;
- Find out any constraints and opportunities related to landowner willingness or environmental, engineering, and land use conflicts;
- Discuss trail alignment preferences;
- Outline easements, donations, or memoranda of understanding (M.O.U.s) as options; and
- Learn public landowners' decision-making structure and approval process for acquisition.

To facilitate discussion, Rincon will print two ISO size A1 (23" by 33") posters for display at in-person landowner meetings, one showing existing trails and trailheads (Figure 6 from the Phase 1 report) and the other showing high-priority parcels (Figure 8 from the Phase 1 report).

It is assumed that this task includes up to 12 in-person or by-phone meetings with public and private landowners (up to 1 hour each). Rincon will provide meeting summaries for each meeting as a record of landowner input.

In addition, to engage other stakeholders with an interest in open space, trails, and greenways in the study area, we will conduct telephone interviews of key user groups such as Santa Rosa Valley Trails Inc., and local bicycling, birdwatching, and hiking groups. These interviews are intended to learn stakeholders' preferred trail alignments and designs.

Task 5: Update Potential Trail Network

Rincon will update and refine the Phase 1 report's map of existing and proposed bike trails, hiking trails, and trailheads, based on updated baseline conditions and stakeholder feedback in the study area, as well as input from District staff. In addition, we will present potential trails and their physical attributes in tabular format, listing their distances, elevation change, maximum and average slope, and scenic waypoints. A GIS-based viewshed analysis for up to 4 key observation points (KOPs) along potential trail alignments will be conducted to identify opportunities for new trail access to locations with exceptional scenic vistas of the Oxnard Plain, the Pacific Ocean, or the Santa Monica Mountains.

The existing and proposed trails and trailheads map will be divided into two figures (one for the study area north of Highway 101 and a second for the study area south of Highway 101), in order to provide higher-resolution detail and improved readability.

Task 6: Cost Estimates

This task will involve estimates of both acquisition and construction costs for proposed trails in the study area. Rincon will estimate the cost of acquiring land for each proposed trail, based on current land values of parcels and the acreage of land needed. Belfree Contractors will provide a rough estimate of the costs of constructing proposed trails, based on a review of topographical and aerial view maps and a site visit. (After completion of this project, final construction costs could be determined once the trails have been designed and laid out in the field.)

Estimated trail construction costs will depend on the following factors:



- 1) Terrain;
- 2) Sideslope gradient;
- 3) Amount and type of vegetation;
- 4) Type of soil (e.g., erosive soils may require more retaining walls, and rocky soil is more difficult to grade and harder on machines);
- 5) Desired trail width;
- 6) Trail surfacing such as natural surface versus imported decomposed granite or other surfacing material (note that accessible trails typically need to be longer to keep grades low and require a decomposed granite surface, so their cost is much higher than a natural surface trail); and
- 7) Bridges to cross streams and seasonal drainages.

Task 7: Phase 2 Report

Summarizing the results of Tasks 2 through 6, Rincon will prepare a written report for Phase 2 of the Open Space, Trails, and Greenways Planning Study. A draft report will be provided in Microsoft Word format. Upon receipt of District comments on the draft report, we will incorporate changes and prepare a final Phase 2 report for adoption by the District's Board of Directors. The final report will be provided in digital format and in 10 print copies.

Task 8: Create Geodatabase

Rincon will design and maintain a geodatabase for transfer to the District that contains all project-created data, including:

- Proposed trail alignments and their associated attributes;
- Parcel ranking data; and
- Key observation points and their associated viewsheds.

In addition, Rincon will collect, organize, and re-project as necessary all relevant, non-proprietary data, such as land use data, topographic data, parcel ownership data, existing bicycle path and trail network data, surface water data, and biological resources data. This geodatabase will be provided to the District for future use in planning, project design, and outreach efforts.

TIMELINE

The following schedule for Phase 2 is proposed:

<u>Task</u>	<u>Weeks</u>
Kickoff Meeting and Site Visit	-
Update Baseline Conditions	2
Update and Refine Existing Condition Figures	2
Stakeholder Engagement	5
Update Potential Trail Network	4
Cost Estimates	2
Phase 2 Report	3
<u>Create Geodatabase</u>	<u>1</u>
Total	19 weeks



Based on the above, the study can be completed within 19 weeks of the kickoff meeting. This assumes there are no unforeseen circumstances or limitations beyond the control of the consultant that would delay completion of the work.

PERSONNEL AND EXPERIENCE

PROJECT PERSONNEL

Stephen Svete, AICP, LEED AP ND, will serve as Principal in Charge. Steve, a Vice President at Rincon, is an expert in the areas of environmental document preparation, urban planning, alternative transportation planning, community design, and project management. He has developed expertise in active transportation, trails, and open space planning. Steve has served as Principal in Charge of Phase 1 of the Open Space, Trails, and Greenways Planning Study for the District, the Monterey Bay Sanctuary Scenic Trail (MBSST) Network EIR in Santa Cruz County, the City of Marina Pedestrian and Bicycle Master Plan, and the Chorro Valley Trail Study in San Luis Obispo County.

Jonathan Berlin, MESM, an Associate Environmental Planner with Rincon, will serve as Project Manager. Jonathan specializes in trails and open space planning and has strong experience analyzing recreation-related issues. Jonathan assisted in Phase 1 of the Open Space, Trails, and Greenways Planning Study and managed the Santa Rosa Valley Trail Plan and ISMND for Ventura County and the Chorro Valley Trail Study for the San Luis Obispo Council of Governments.

Lilly Rudolph, AICP, will assist with landowner outreach and coordination. Lilly, a Senior Planner at Rincon's Ventura office, has extensive land use planning and community outreach experience. Lilly co-authored *Smart Growth in Action, Part 2: Case Studies in Housing Capacity and Development from Ventura County, California*, and assisted in drafting a ballot measure to create an Open Space District in Ventura County. She has also led several community engagement efforts for land use plans, economic development initiatives, and a school district restructuring effort.

Hans Keifer, President of Bellfree Contractors Inc., will provide estimates of construction costs for proposed trails. Bellfree Contractors is a General A Contracting firm based in Los Angeles, specializing in the design and construction of trails, unpaved roads, bridges, and native landscaping. Hans has provided services to clients such as the Ventura Botanical Gardens, Orange County Parks, and many other public and private land managers that have included planning, designing and constructing all types of trails and trail-related amenities.

Matthew Long, MESc, MPP, a Senior Environmental Scientist with Rincon, will serve as Lead GIS Analyst. Matthew specializes in water resources and linear infrastructure analysis and has over 10 years of experience with GIS modeling, topographic analysis, and database management. He recently authored several sections of the Coachella Valley Trails Development Project IS/MND and EA for the Coachella Valley Mountains Conservancy. In addition, he brings an expert understanding of trail alignment and trail development to this project based on his more than 6,000 miles of hiking experience along the Pacific Crest and Continental Divide National Scenic Trails.



RELEVANT EXPERIENCE

Rincon’s selected trail experience includes the following recent projects:

- *Open Space, Trails, and Greenways Planning Study, PVRPD*
- *Santa Rosa Valley Trail Plan and ISMND, County of Ventura*
- *CSUCI University Park Needs Assessment, CSU Channel Islands*
- *Chorro Valley Trail Study, San Luis Obispo Council of Governments*
- *Marina Bicycle and Pedestrian Master Plan Update, City of Marina*
- *Monterey Bay Sanctuary Scenic Trail Network Master Plan EIR, Santa Cruz County Regional Transportation Commission/RRM Design Group*
- *Franklin Trail IS/MND and Environmental Assessment, Santa Barbara County Parks River Parkway and Regional Park Project EIR, County of San Benito*

FEE PROPOSAL

The cost estimate in the following spreadsheet adheres to the requested scope of services for Phase 2 of the Open Space, Trails, and Greenways Planning Study. This scope includes all products including labor, mapping, and documentation as outlined in this proposal for a fee of **\$38,387**. This cost assumes that all parcel data would be available to the team from other governmental agencies for no fee.

Open Space, Trail, and Greenway Planning Study -- Phase 2

Cost Estimate

9-Oct-15

Tasks	Cost	Rincon Consultants									Bellfree Contractors Hana Keifer	
		Rincon Labor	Sr. Principal		Proj Mgr/Sr. Prof. 1	Sr. GIS		Prof. III/Tech Editor	GIS I	Graphic Designer		Admin
		Hours	\$115/hour	\$125/hour	\$115/hour	\$95/hour	\$90/hour	\$85/hour	\$85/hour	\$100/hour		
1. Kickoff Meeting and Project Initiation	\$1,150	8	3	3								
2. Update Baseline Conditions	\$3,325	25	3	20				2		2		
3. Update and Refine Existing Condition Figures	\$2,255	21	1	4	4			12				
4. Stakeholder Engagement												
a. Individual landowner meetings (12)	\$4,790	34	6	28								
b. Meeting memos	\$2,180	16	2	14								
c. Stakeholder calls	\$750	6		6								
5. Update Potential Trail Network	\$5,805	47	5	10	4			28				5
6. Cost Estimates	\$2,865	3	1	2								24
7. Phase 2 Report	\$6,115	51	4	30		8		4	3	2		
8. Create Geodatabase	\$950	10			2			8				
Project Management/Coordination	\$5,270	38	8	20						2		
Subtotal Labor	\$35,455	250	33	137	18	8	54	3	6	29		
Additional Costs												
Data/Tools												
Parcel data purchase*	\$250											
Trimble GPS unit (assumes 1 job @ \$190/job)	\$190											
Vehicle (assumes 6 days @ \$85/day)	\$510											
Supplies and Miscellaneous												
10 copies of Final Phase 2 Report	\$350											
Display posters for landowner outreach (2)	\$95											
General & Administrative												
	\$472											
Subtotal Additional Costs	\$2,932											
TOTAL LABOR PLUS ADDITIONAL COST	\$38,387											

* Assumes parcel data can be acquired without charge, only attribute needed for purchase through County Assessor's office

The proposed scope of services and associated costs are fully negotiable to meet your needs. Upon request, additional work not included herein will be completed in accordance with the Rincon Consultants Schedule of Fees (see attached). This offer for professional services will remain in effect for a period of 30 days from the date of this proposal.



Thank you for considering Rincon Consultants for this assignment. If you have any questions about this proposal, please do not hesitate to call Jonathan Berlin at (510) 834-4455, ext. 1004. To authorize this scope of work, please sign and return a copy of this letter to Rincon Consultants.

Sincerely,
RINCON CONSULTANTS, INC.

Jonathan Berlin, MESM
Associate Environmental Planner

Stephen Svete, AICP, LEED AP ND
Vice President

Attachments:
Fee Schedule
Resumes



RINCON CONSULTANTS, INC.

Standard Fee Schedule for Environmental Sciences and Planning Services

Rincon Consultants' fee schedule is based on the time that is charged to projects by our professionals and support staff. Direct costs associated with completing a project are also billed to the project as outlined under Reimbursable Expenses below. The following sets forth the billing rates for our personnel.

Professional, Technical, and Support Personnel*	Rate
Principal II	\$ 215/hour
Principal I	\$ 195/hour
Senior Supervisor II	\$ 175/hour
Supervisor I	\$ 165/hour
Senior Professional II	\$ 145/hour
Senior Professional I	\$ 125/hour
Professional IV	\$ 120/hour
Professional III	\$ 110/hour
Professional II	\$ 95/hour
Professional I	\$ 85/hour
Environmental Technician/Field Aide	\$ 75/hour
Senior GIS Specialist	\$ 115/hour
GIS/CADD Specialist II	\$ 100/hour
GIS/CADD Specialist I	\$ 90/hour
Graphic Designer	\$ 85/hour
Technical Editor	\$ 95/hour
Clerical/Administrative Assistant II	\$ 75/hour
Clerical/Administrative Assistant I	\$ 65/hour

*Professionals include environmental scientists, urban planners, biologists, geologists, and cultural resources experts

Expert witness services consisting of depositions and in-court testimony are charged at a rate of \$295/hour.

Photocopying and Printing

Photocopies will be charged at a rate of \$0.08/copy for single-sided copies and \$0.16 for double-sided copies. Colored copies will be charged at a rate of \$1.00/copy for single-sided and \$2.00/copy for double-sided or 11"x17" copies. Oversized maps or display graphics will be charged at a rate of \$8.00/square foot.

Reimbursable Expenses

Expenses associated with completing a project are termed Reimbursable Expenses. These expenses do not include the hourly billing rates described above. Reimbursable expenses include, but are not limited to, the following:

1. Direct costs associated with the execution of a project are billed at cost plus 15% to cover General and Administrative services. Direct costs include, but are not limited to, laboratory and drilling services charges, subcontractor services, authorized travel expenses, permit charges and filing fees, printing and graphic charges, mailings and postage, performance bonds, sample handling and shipment, equipment rental other than covered by the above charges, etc. Communications charges and miscellaneous office expenses (including PDAs, cell phones, phone, fax, and electronic data transmittals, digital cameras, photo processing, etc.) are billed at 3% of total labor.
2. Vehicle use in company-owned vehicles will be billed at a day rate of \$85/day for regular terrain vehicle use and \$135 per day for 4-WD off-road vehicle use, plus \$0.85/mile for mileage over 50 miles per day. For transportation in employee-owned automobiles, a rate of \$0.85/mile will be charged. Rental vehicles will be billed at cost plus 15%.



RINCON CONSULTANTS, INC.

Equipment Schedule for Environmental Sciences and Planning Services

Equipment	Rate	Unit
Environmental Site Assessment		
Bailer	\$ 25	Day
Brass Sample Sleeves	\$ 10	Each
DC Purge Pump	\$ 35	Day
Disposable Bailer	\$ 20	Each
Flame Ionization Detector	\$ 200	Day
Four Gas Monitor	\$ 120	Day
Hand Auger Sampler	\$ 55	Day
Level C Health and Safety	\$ 60	Person per day
Oil-Water Interface Probe	\$ 85	Day
Photo-Ionization Detector	\$ 120	Day
Soil Vapor Extraction Monitoring Equipment	\$ 140	Day
Water Level Indicator	\$ 35	Day
Water Resources		
Dissolved Oxygen Meter	\$ 45	Day
Refractometer (salinity)	\$ 30	Day
Sterilized Sample Jar	\$ 5	Each
Temp-pH-Conductivity Meter	\$ 50	Day
Turbidity Meter	\$ 30	Day
Natural Resources Field Equipment		
Fiberoptic Scope	\$ 90	Day
Infrared Sensor Digital Camera	\$ 50	Day
Field Equipment Package, amphibian survey (digital camera, GPS, thermometer, decon chlorine, waders, float tube, hand net)	\$ 150	Day
Field Equipment Package, construction monitoring (digital camera, GPS, thermometer, binoculars, field computer, safety equipment)	\$ 95	Day
Field Equipment Package, standard (digital camera, GPS, thermometer, binoculars, and botanic collecting equipment)	\$ 45	Day
Field Equipment Package, remote (digital camera, GPS, thermometer, binoculars, field computer and mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$ 125	Day
Laser Rangefinder/Altitude	\$ 10	Day
Mammal trap, large / small	\$1.50 /	Each per trap
Minnow trap	\$ 85	Each per job
Net, hand / large seine	\$ 10 / \$ 50	Day
Pettersson Bat Ultrasound Detector/Recording Equipment	\$ 150	Job
Pit-fall Trap	\$ 5	Each per trap
Scent Station	\$ 20	Station
Spotlight	\$ 5	Day
Trimble® GPS (submeter accuracy)	\$ 190	Job
Spotting Scope	\$ 150	Job
Multi-Services Field Equipment		
Anemometer	\$ 5	Day
Computer Field Equipment	\$ 45	Day
GPS unit, standard field	\$ 10	Day
Sound Level Meter	\$ 75	Day



STEPHEN M. SVETE, AICP, LEED AP ND

Principal, Planning Services
Rincon Consultants, Inc.

Stephen Svete is a founding Principal of Rincon Consultants, and served as the firm's President from 2000 to 2011. He is currently a Vice President and the Director of the Planning Services group. In this capacity, he oversees a range of urban planning and land use studies, as well as community involvement and environmental analysis work. He has directed successful environmental and planning projects ranging from focused central city corridor revitalization studies, to citywide general plans, to annexation studies in rural areas throughout California. Mr. Svete has developed an expertise in the area of active transportation, trails, and open space and recreation systems. He is a noted planning commentator, and for 11 years served as Contributing Editor to *California Planning & Development Report*.

TECHNICAL CAPABILITIES

- Mr. Svete has overseen the preparation of a number of trails and open space planning projects, including land acquisition strategy studies, parks needs assessments, and open space management plans.
- Mr. Svete possesses a thorough familiarity with California planning law and CEQA and NEPA compliance. He is proficient in formatting environmental documents that effectively communicate to decision-makers and the public.
- Mr. Svete serves as Principal-in-Charge for a range of environmental and planning studies involving land and infrastructure development, urban redevelopment, and active transportation studies. He is an expert in analyzing the implications of large-scale plans for districts, cities, and regions.
- Mr. Svete has lectured on General Plans, CEQA compliance, and Transportation at the University of California, Santa Barbara, California State Polytechnic University (Pomona), and at various industry group functions.
- Mr. Svete work has received awards from the Southern California Association of Governments for the *City of Calabasas General Plan* (2010); the American Planning Association (*Pleasant Valley Recreation and Parks District Open Space, Trails, and Greenway Study*) (2013), the *City of Paso Robles General Plan* (2004); the *City of Santa Maria Sphere of Influence and Concurrent Annexation Study* (1994); and the *Blosser-Southeast: a Comparative Evaluation of Conventional vs. Neotraditional Development* (1993); and the American Institute of Certified Planners for *Housing the Homeless in Los Angeles County: A Guide To Action* (1986).

EDUCATION, REGISTRATIONS AND AFFILIATIONS

M.A., Architecture and Urban Planning, UCLA Graduate School of Architecture and Urban Planning
B.A., Geography, University of California, Riverside
D.E.U.G., Université Paul Valéry, Montpellier, France
American Institute of Certified Planners (#6943)
American Planning Association
Completed: Senior Project Management, American Management Association
LEED AP Neighborhood Development (#10577131)
Founding Trustee, Ventura Hillside Conservancy
Member, California State University Channel Islands Campus Planning Committee

EMPLOYMENT HISTORY

Rincon Consultants, Inc. (1994 through present)
Fugro West, Inc. (1988 through 1994)
Envicom Corporation (1986 through 1988)
Urban Innovations Group (1985 through 1986)
Alhambra Redevelopment Agency (1984 through 1985)

PROJECT EXPERIENCE

Trails and Open Space

- Open Space, Trails, and Greenway Study, Pleasant Valley Recreation and Parks District
- CSUCI University Park Needs Assessment, CSU Channel Islands
- Santa Rosa Valley Trail Master Plan and ISMND, County of Ventura
- Ventura Botanical Gardens Constraints and Opportunities Analysis, City of Ventura
- SCAG South Branch Arroyo Conejo Multi-Use Pathway Plan
- Agoura Hills Recreation Center Trailhead Trail Studies
- Chorro Valley Trail Study, San Luis Obispo Council of Governments
- Bicycle and Pedestrian Master Plan, City of Marina
- Monterey Bay Sanctuary Scenic Trail EIR, Santa Cruz County Regional Transportation Commission
- Santa Fe Trail Plan and EIR, Tulare County Association of Governments
- City of Ojai Bicycle and Pedestrian Master Plan
- Santa Clara River Trail EIR, City of Santa Clarita

General Plans and Elements

- City of Calipatria General Plan
- City of Avalon General Plan
- City of Calabasas General Plan
- City of Ventura General Plan
- City of Paso Robles General Plan
- City of Santa Paula General Plan and EIR
- City of Thousand Oaks Safety Element
- City of Santa Monica Circulation Element EIR
- City of Santa Maria Sphere of Influence and Concurrent Annexation Study
- City of San Luis Obispo Land Use/Circulation Elements EIR

Specific Plans

- Downtown Vitalization Specific Plan, City of Marina
- California State University Channel Islands Specific Reuse Plan, CSU Office of the Chancellor
- Chandler Ranch Specific Plan, City of Paso Robles
- Santa Monica Civic Center Specific Plan
- Malibu Civic Center Specific Plan, County of Los Angeles
- Ventura Boulevard Specific Plan, City of Los Angeles

PUBLICATIONS

"Combating 'Sameness' with a Formula Business Ordinance." March 2003, *Zoning News*, Chicago, Illinois
"Farmland Disappears: Does Williamson Act Prevent, or Track Loss?", January 15, 1995. *Bakersfield Californian*, Bakersfield, California
"Is Metrolink More Than an Insurance Policy Against Disaster?" with William Fulton, February 13, 1994, *Los Angeles Times*, Los Angeles, California

JONATHAN BERLIN, MESM

Associate Environmental Planner

Rincon Consultants, Inc.

Jonathan Berlin serves as an Associate Environmental Planner within Rincon's Environmental Science and Planning group. In this capacity, he manages projects that involve trails and open space planning, noise studies, and CEQA/NEPA environmental documentation. Mr. Berlin has a background in environmental policy, science writing, editing, and public outreach, and has work experience with a range of federal and state environmental agencies.

TECHNICAL CAPABILITIES

- Mr. Berlin assists in the drafting of constraint analyses and master plans to develop multi-use trails for bicyclists, pedestrians, and equestrians, and evaluates the environmental impacts of trail projects.
- Mr. Berlin prepares environmental documents for a diverse range of projects, from regional transportation plans to general and specific plans, redevelopment projects, and university plans. He has lead and contributed to Environmental Impact Reports, Initial Studies, and Environmental Assessments.
- Mr. Berlin conducts technical analysis of noise impacts, including field measurements of ambient noise, modeling of traffic-related noise, design of mitigation measures to ensure compliance with noise standards, and formal Noise Studies for proposed developments.
- Mr. Berlin has substantial experience using the South Coast Air Quality Management District's California Emissions Estimator Model (CalEEMod) to estimate project-related emissions of air pollutants and greenhouse gases.
- Mr. Berlin is adept at communicating technical information to professional and lay audiences alike and at public outreach.

EDUCATION, REGISTRATIONS AND AFFILIATIONS

Master of Environmental Science & Management (MESM) with emphases in Conservation Planning as well as Economics and Politics of the Environment, Bren School of Environmental Science & Management, University of California, Santa Barbara

B.A., Journalism, University of Maryland, College Park

Member, American Planning Association

Member, California Native Plant Society

EMPLOYMENT HISTORY

Rincon Consultants, Inc. (2012 – Present)

University of California, Santa Barbara (2011 - 2012)

U.S. Environmental Protection Agency (2011)

SELECTED PROJECT EXPERIENCE*Trails and Open Space Planning*

- Open Space, Trails, and Greenway Planning Study, Pleasant Valley Recreation & Park District
- Santa Rosa Valley Trail Master Plan and ISMND, County of Ventura
- CSU Channel Islands University Park Needs Assessment Report, California State University Channel Islands

- South Branch Arroyo Conejo Multi-Use Pathway Plan, Southern California Association of Governments (SCAG)
- Chorro Valley Trail Study, San Luis Obispo Council of Governments (SLOCOG)
- Santa Paula Branch Line Recreational Trail EIR Addendum and Pesticide Study, County of Ventura
- Dog Park ISMND, City of Beverly Hills
- San Benito River Parkway and Regional Park Initial Study and EIR, County of San Benito
- Richmar Park Project ISMND, City of San Marcos

CEQA Compliance

- Conejo Creek Specific Plan EIR, City of Camarillo
- The Park at Ladyface Mountain Project ISMND, City of Agoura Hills
- Canyon Oaks Project EIR, City of Calabasas
- Somis School Project EIR, Somis Union School District
- Olivas Park Drive Extension Project EIR, City of Ventura
- 2040 Santa Barbara County RTP-SCS EIR
- 301 N. Rodeo Drive Retail Project Categorical Exemption, City of Beverly Hills
- Pomona College 2013 Campus Master Plan EIR

NEPA Compliance

- Camino Esperanza Residential Project EA, Cabrillo Economic Development Corporation
- Bridgeview Apartments Housing Project EA, County of Ventura
- Visual Impact Assessment for Hollister Avenue – State Street Improvement Project, Caltrans
- Live Oak Village Project EA, Los Angeles Community Development Commission (LACDC)
- 1036 Mission Street EA, San Francisco Mayor's Office of Housing and Community Development

Noise Studies

- Noise Study for a Wedding Event at the Tropical Paradise Site Located at 10350 Santa Rosa Road, Tropical Paradise
- Saticoy Area Plan Noise and Vibration Study, County of Ventura
- La Cumbre Road Subdivision Project: Noise Study, County of Ventura
- Five Residential Projects: Interstate 105 Noise Study, LACDC
- Temescal Canyon Apartments Project: Noise Study, County of Riverside
- South Bay Pavilion Movie Theater Project: Noise Study, Vintage Real Estate

General Plans and Elements

- City of Calabasas 2030 General Plan EIR Addendum
- City of San Buenaventura 2013 Housing Element Update
- City of Brea General Plan EIR Addendum
- City of Los Angeles Housing Element EIR Addendum
- City of Claremont Housing Element Update ISMND
- City of Union City General Plan Background Report

PUBLICATIONS

"The Devil's Slide Trail: How a State Highway Became a Scenic Paradise." April 2015. *Northern News*, published by the American Planning Association, California Chapter, Northern Section.

"Around the Bay in 500 Miles: Regional and Local Planning for the San Francisco Bay Trail." September 2014. *Northern News*, published by the American Planning Association, California Chapter, Northern Section. Awarded the Silver Pen in recognition of writing quality.

LILLY RUDOLPH, AICP

Senior Planner
Rincon Consultants, Inc.

Ms. Rudolph is a Senior Planner in Rincon's Environmental and Sciences and Planning group. In this capacity, she is responsible for managing assignments for municipal planning agencies and preparing and reviewing CEQA and NEPA environmental assessments, technical studies, and planning documents. Over her 12-year career in planning, community development, and economic development, Ms. Rudolph has developed a broad background of experience ranging from preparing community plans, form based codes, and historic resources surveys to overseeing civic engagement and outreach strategies.

TECHNICAL CAPABILITIES

- Ms. Rudolph has prepared and managed long range planning documents including general plan updates, form based codes, design guidelines, community plans, and ordinances.
- Ms. Rudolph has experience in the preparation and management of CEQA documents for plan areas and development projects.
- Ms. Rudolph is skilled in planning and facilitating community engagement events and has coordinated and led community meetings, workshops, and land use planning educational activities for children and adults.

EDUCATION AND AFFILIATIONS

B.A., International Relations, University of California, Davis
M.P.A., Baruch College, City University of New York
American Planning Association, American Institute of Certified Planners

EMPLOYMENT HISTORY

Rincon Consultants, Inc. (2015 through present)
City of Ventura (2006-2009, 2010-2015)
County of Santa Barbara (2002-2006)
Planning and Conservation League Foundation (2000-2002)

SELECTED PROJECT EXPERIENCE

- City of Ventura Economic Development Strategy
- City of Ventura Abandoned Shopping Cart Ordinance
- City of Ventura Noise Ordinance Amendment
- City of Ventura Victoria Avenue Corridor Plan and Development Code
- City of Ventura Downtown Historic Resources Survey
- County of Santa Barbara Old Town Orcutt Streetscape Plan
- County of Santa Barbara Old Town Orcutt Design Guidelines

PUBLICATIONS/PROFESSIONAL PRESENTATIONS

Smart Growth in Action, Part 2: Case Studies in Housing Capacity and Development from Ventura County, California, with Geoffrey Segal, William Fulton, and Susan Weaver, The Reason Foundation, May 2003.

Lilly Rudolph, AICP

Page 2

Guide to Local Growth Control Initiatives, with Marc de la Vergne, Planning and Conservation League Foundation, 2002.

California's Changing Face, Diversity Summit, APA California State Conference, Santa Barbara, California, September 2011.

How Can Planners Be Leaders: Getting Beyond Permit Processing (CPR Session), APA California State Conference, Santa Barbara, California, September 2011.

Hans Keifer

818 -975-5120 hans@bellfreecontractors.com 9901 San Fernando Road Unit 37 Pacoima, CA

Profile

A lifelong avid trail user with over 22 years of trail building/maintenance experience both as a volunteer, and as a professional.

Experience

PRESIDENT, BELLFREE CONTRACTORS, LOS ANGELES, CA 8/08 -PRESENT

Bellfree Contractors is a General A Contracting firm. The company specializes in the design and construction of trails, unpaved roads, bridges, and native landscaping. Bellfree Contractors has been in the trail planing and construction business for over 40 years.

Recent projects include:

- Design and construction of the Lizard Trail reconstruction, Laguna Coast Wilderness Park.
- Design and construction of the Fillmore Bike Park, City of Fillmore, CA
- Construction of the Grandview Trail with design assistance in the City of Diamond Bar.
- Streambed restoration project, O'Neill Regional Park.
- Trail design and layout, City of Diamond Bar for Millennium Partners development.
- Design and construction of 9 miles of the Skyline Trail in the San Bernardino National Forest near Big Bear Lake, CA
- Design and construction of the Catalina Verdugo Trail and the Mountain Do Trail at the Glendale Sports Complex in the City of Glendale, CA. This project included bridges, outdoor exercise equipment, benches, tables, signage, kiosks, and interpretive panels.

- Trail design and layout at the John Anson Ford Theater, Hollywood, CA
- Design, layout, and construction of two trails for the City of Santa Clarita, CA
- Trail assessment of 14 miles of trails damaged in the Station Fire, Angeles National Forest
- Trail design and construction, San Bernardino Valley Municipal Water District, Crafton Hills, CA
- Trail design, construction, and repair of several trails for Orange County Parks.
- Bridge construction and rustic fencing installation, San Dieguito River Park, Escondido, CA
- Trail design and Layout of 5 miles of trails, City of Agoura Hills, CA
- Trail design, trailhead parking lot, and associated pedestrian bridge design and layout, Abercrombie Estates, Calabasas, CA
- Replaced eight pedestrian bridges and 300ft. of rustic fencing damaged in a brush fire, San Dieguito River Park, Escondido, CA
- Trail construction of 1.5 miles of trail, Redlands Conservancy, Redlands CA
- Trail and associated bridge construction of 3/4 mile ADA accessible trail, Irvine Ranch Conservancy
- Trail design, layout, and construction of the 1.9 mile Catalina Verdugo Trail and the 1/2 mile accessible Mountain Do Trail at the Glendale Sports Complex. Trails include: outdoor exercise equipment, retaining walls, benches, tables, kiosks, signage and interpretive panels.

More information on recent projects can be found on our website:

www.bellfreecontractors.com

CORBA Volunteer Trail Crew Leader, Los Angeles, CA 2003 - 2011

CORBA is an all-volunteer Mountain Bike advocacy group based in Los Angeles. The Trail Crew works with several different Land Managers in the Los Angeles area. These Managers include the Forest Service, The Conejo Open Space Conservancy Association, State Parks, National Parks, The Mountains Recreation and Conservation Authority, Mountains Restoration Trust, City of Burbank, and the City of Glendale.

The Trail Crew Leader is responsible for training volunteers, planning, and coordinating monthly trail maintenance/building sessions.

Previously

Forman, A Growing Concern Landscape

Education

Pierce College, Los Angeles, CA Courses in Horticulture - Landscape design.

Skills

Trail design, layout, retaining wall design and construction, pedestrian bridge design, engineering, construction, and CAD software.

References

Available upon request



MATTHEW LONG, MESC, MPP

Senior Environmental Scientist
Rincon Consultants, Inc.

Matthew Long is an environmental scientist for Rincon’s Environmental Sciences and Planning group responsible for managing and preparing CEQA and NEPA documentation and technical impact analyses for a variety of projects. His experience includes water quality and coastal impacts analysis, benefit-cost analysis, GIS modeling, and database management. Mr. Long has conducted numerous environmental impact analyses for a wide variety of projects throughout California and Arizona. Some key areas of experience include: flood control, dam operation, and dredging projects; large- and small-scale renewable energy construction projects; high-voltage transmission line construction, upgrade, and maintenance projects; oil and gas regulation and planning; and county- and region-wide planning for renewable energy siting.

EDUCATION, REGISTRATIONS AND AFFILIATIONS

M.E.Sc., Water Resources Specialization, Yale School of Forestry & Environmental Studies
M.P.P., Natural Resource Management Concentration, UCLA Luskin School of Public Affairs
B.A., Comparative Literature, UC Berkeley
Member, American Water Resources Association
Partner, Western Regional Partnership

EMPLOYMENT HISTORY

Rincon Consultants, Inc. (2015 through present)
Aspen Environmental Group (2007 – 2010; 2014 - 2015)
The Nature Conservancy (2013 – 2014)
Yale Center for Earth Observation (2012 – 2013)
Los Angeles Regional Water Quality Control Board (2005 - 2006)
Institute of the Environment, UCLA (2005)

SELECT PROJECT EXPERIENCE

Flood Control

- Thousand Palms Flood Control Project Subsequent EIR/ Subsequent EIS, Riverside County
- Rimforest Storm Drain Project EIR, San Bernardino County
- Santa Clara River Levee Project SCR-3 EIR, Ventura County
- Littlerock Reservoir Sediment Removal Project EIS/EIR, Los Angeles County
- Seven Oaks Dam Water Conservation Supplemental EA/MND, Los Angeles County
- Port of Los Angeles Channel Deepening Project Supplemental EIS/EIR, Los Angeles County
- March Air Reserve Base Heacock and Cactus Channel Flood Damage Reduction Project, Riverside County

Renewable Energy

- Jensen WTP Solar Project, Metropolitan Water District, Los Angeles County
- San Luis Obispo County Renewable Energy Streamlining Program and EIR
- Imperial County General Plan Open Space and Conservation Element Update
- Del Sur Ranch Solar Project, Los Angeles County
- Panoche Valley Solar Project Supplemental EIR, San Benito County
- Aspiration Solar G Solar Generating Facility IS/MND, Fresno County
- Competitive Renewable Energy Zone (CREZ) Analysis for E3 and TransCanyon

- Alta–Oak Creek Mojave Project EIR, Kern County

Transmission Lines and Substations

- San Luis Transmission Line Project EIR/EIS, Alameda, San Joaquin, Stanislaus, and Merced counties
- SCE West of Devers Upgrade Project EIR/EIS, Riverside and San Bernardino counties
- Valley South Subtransmission Project EIR, Riverside County
- Vine 69/12 Kilovolt (kV) Substation Project IS/MND, San Diego County
- Parker-Headgate Rock and Parker-Bouse Reroute Project EA, California/Arizona border near Parker, AZ
- Electrical District #2-Saguaro #2 (ED2-SGR2) 115-kV Transmission Line Rebuild EA, Pinal County, AZ
- Tehachapi Renewable Transmission Project EIR/EIS, Kern, Los Angeles, and San Bernardino counties
- Parker-Davis Transmission System Routine O&M Project and Proposed IMM Programmatic EA, Arizona, California, and Nevada
- Antelope-Pardee 500 kV Transmission Project EIR/EIS, Los Angeles County
- Antelope Transmission Line Project Segments 2 and 3 EIR, Kern and Los Angeles counties
- Distributing Station 144 Project IS/MND, Los Angeles County
- North Area Right-of-Way Maintenance Project EA, California and Oregon
- El Casco System Project EIR, Riverside and San Bernardino counties
- Sunrise Powerlink Project EIR/EIS, Imperial and San Diego counties

Other Projects

- Coachella Valley Trails Development Project IS/MND, Riverside County
- AC Transit 2015 Service Expansion Project, Alameda and Contra Costa Counties
- Fay Property Subdivision Project, San Benito County
- Senate Bill 4 Analysis of Oil and Gas Well Stimulation Treatments EIR, California
- BLM Hollister Field Office Oil & Gas Leasing and Development EIS, California
- District Cooling Plant and Distribution System Project IS/MND, Los Angeles County
- Central Region Elementary School #14 EIR, Los Angeles County
- South Region Span K-8 No. 1 School EIR, Los Angeles County

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Michele Kostenuik, Administrative Analyst

DATE: November 5, 2015

**SUBJECT: CONSIDERATION AND APPROVAL OF GRANT
SUBMISSION TO GREENFIELDS OUTDOOR
FITNESS FOR PURCHASE OF EXERCISE EQUIPMENT
FOR ARNEILL RANCH PARK**

RECOMMENDATION

It is recommended the Board review and authorize staff to proceed with the Greenfields Outdoor Fitness grant application for purchase of exercise equipment at Arneill Ranch Park.

BACKGROUND

The District received a Greenfields Outdoor Fitness grant in 2012 for the purchase of four senior exercise equipment pieces installed at Community Center Park. Since installed, this equipment is utilized extensively by seniors, adults and children alike. With the movement towards healthier lifestyles and the favorable climate of Southern California, this form of exercise bodes well for the area.

ANALYSIS

It was identified that this project would be an ideal fit for Arneill Ranch Park as it is a fitness park already which contains a running track as well as antiquated fitness equipment. The purpose of the project would be to remove the aging equipment and replace with updated and useable pieces designed for wheelchair bound patrons, seniors, and adults to utilize as part of an exercise regime. Between six and fourteen pieces would be purchased depending on layout and total cost. This would increase usage at the park by neighbors, potentially be utilized for District programs, and enhance the aesthetics of the park. Additionally, the District can use this project as catalyst to expand the park by adding other fitness apparatus through other funding sources focused on health and well-being.

This application is due November 15, 2015 with notification by November 30, 2015. It requires applicants to order equipment by December 31, 2015. Priority is given to applicants demonstrating strong need for fitness opportunities in the community and demographically underserved areas. The location and main usage of Arneill Ranch meets both these criteria.

FISCAL IMPACT

Requesting from granting agent up to \$40,000 for the project with a 50% match from the District equaling up to \$20,000. Plus shipping, installation, surfacing and taxes, estimated to be an additional \$10,000.

RECOMMENDATION

It is recommended the Board review and authorize staff to proceed with the Greenfields Outdoor Fitness grant application for purchase of exercise equipment at Arneill Ranch Park.

ATTACHMENTS

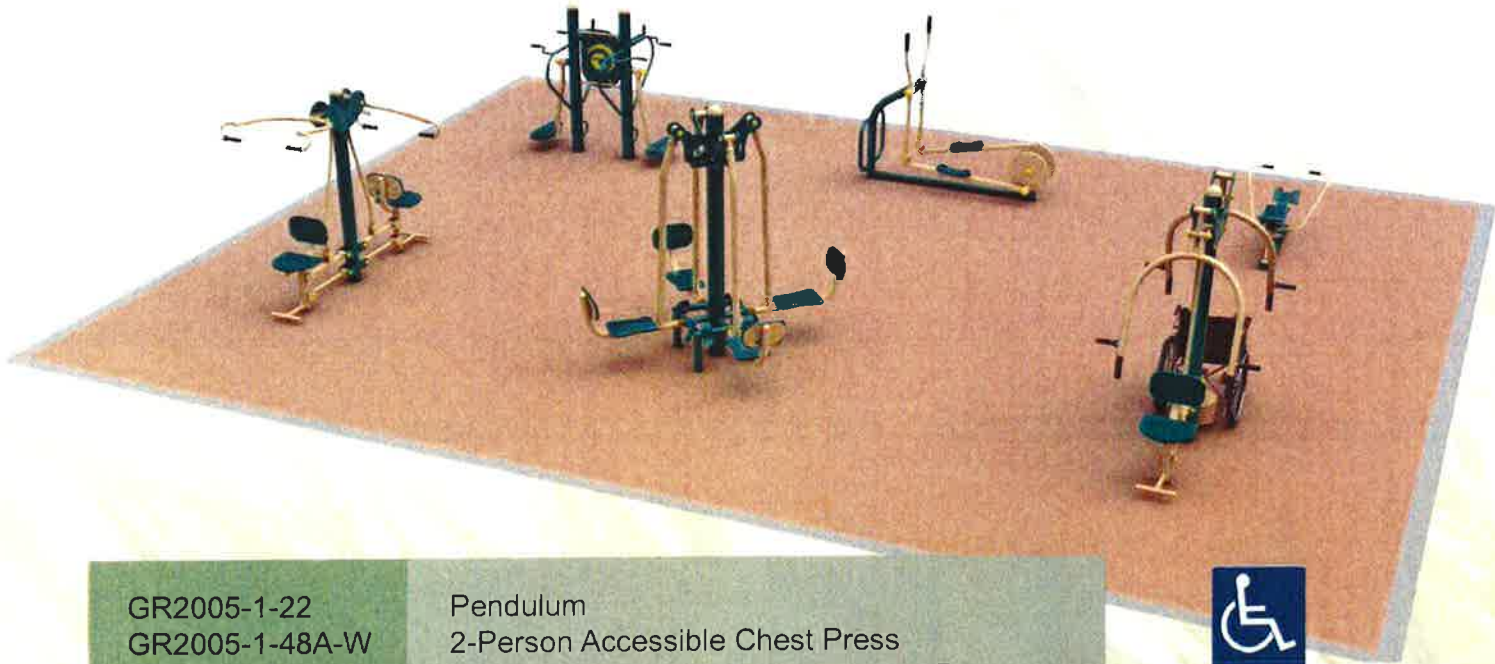
- 1) Greenfields Fitness Equipment Brochure Sample (1 page)
- 2) Map of Arneill Ranch Park (1 page)

SMALL SAMPLE PACKAGE

the ideal small-space fitness solution

6 UNITS

14 USERS



GR2005-1-22
GR2005-1-48A-W
GR2005-1-48C
GR2005-1-91
GR2005-1-104
HP2009-5-03

Pendulum
2-Person Accessible Chest Press
2-Person Combo Lat Pull & Vertical Press
Single Rower
4-Person Leg Press
Single Elliptical



Multiple users



Strength training



Flexibility



Cardio



"These fitness zones in our public parks have gone a long way toward really improving the quality of life for all families. They're free, they're available, they're safe, and they're healthy, and so we're very proud of promoting them."

~ Gloria Molina, Supervisor, Los Angeles County

watch the whole interview at <http://www.greenfieldsfitness.com/morgan-park.html> >



Available options:

Color customization | Customized sign | Hydraulic units can be added



Arneill Ranch Park

Sweetwater/Truman
Neighborhood Park

PLEASANT VALLEY PARK & RECREATION DISTRICT

- ASSESSOR PARCEL NUMBER:
- a: 166-0-242-085
 - b: 166-0-224-260
 - c: 166-0-234-010

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

By: Leonore Young, Administrative Services Manager

DATE: November 5, 2015

SUBJECT: CONSIDERATION AND APPROVAL TO ALIGN NON-REPRESENTED EMPLOYEES MEDICAL BENEFITS AND CALPERS CONTRIBUTION WITH THAT OF REPRESENTED

RECOMMENDATION

Review and approval to align non-represented employee's medical benefits and CalPERS contributions to match that of the represented.

BACKGROUND

At the July 1, 2015 board meeting the Board approved an updated Medical Benefits and CalPERS contribution for employees.

ANALYSIS

Staff is bringing back the medical benefits and the CalPERS contributions to address the following changes:

Medical Contribution Rate

A. District and Full-Time Employee Medical Contributions:

- a. January 2016 employees will contribute 45% towards the highest HMO health plan to include family members and the District pays 55%.
- b. January 2017 employees will contribute 45% towards the highest health plan to include family members and the District pays 55%.
- c. Part-time year-round employees are entitled to only medical benefits for the employee and will follow the above guidelines.

B. District and Full-Time Employee Dental Contributions:

- a. January 2016 employees will contribute 25% and District pays 75%.
- b. January 2017 employees will contribute 30% and District pays 70%.

C. District and Full-Time Employee Vision Contribution:

- a. July 2016 employees will contribute 20% and District pays 80%.
- b. July 2017 employees will contribute 30% and District pays 70%.

Benefit Contribution Rate

A. Employee CalPERS Contribution:

- a. Effective July 1, 2014, the employee's total contribution for classic members shall be capped at 8% (PEPRA compliance). All employees with 2.5% @ 55 formulas will continue to pay 12% of which 8% will be the Normal Cost and 4% will be for the loan to enhance the retirement formula. This formula will last until August 2022 or until the loan is paid off or whichever will happen sooner. At that time these members would return to PEPRA compliance.

FISCAL IMPACT

Approval of the recommendation will have fiscal impact to the District. The fiscal impact will be as follows: 1) FY 2015/2016 = \$5,404, 2) FY 2016/2017 = \$18,676 and 3) FY 2017/2018 = \$19,081.

RECOMMENDATION

Review and approval to align non-represented employee's medical benefits and CalPERS contributions to match that of the represented.

9. INFORMATIONAL ITEMS, which do not require action, will be reported by members of the Board and staff:

- A. Chairperson Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Personnel and Policy
- E. Foundation for Pleasant Valley Recreation and Parks
- F. General Manager’s Report