

RANCHO SIMI RECREATION AND PARK DISTRICT
OAK PARK RECREATION & PARK PLANNING COMMITTEE MEETING

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

Thursday April 11, 2013 7:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. INTRODUCTIONS AND WELCOME TO NEW MEMBER
- III. ELECTION OF CHAIR AND VICE-CHAIR
- IV. PUBLIC DISCUSSION
- V. APPROVAL OF MINUTES
 - A. Meeting of January 10, 2013
- IV. CONTINUED BUSINESS
- VII. NEW BUSINESS
 - A. Report on Planning and Development Issues in Oak Park
 - B. Report on Grounds Maintenance Activities in Oak Park
 - C. Report on Recreation Activities and Special Events in Oak Park
 - D. Report on After School Program Plans for Medea Creek Middle School
- VIII. WRITTEN COMMUNICATIONS
- IX. ITEMS BY COMMITTEE MEMBERS
- X. ADJOURNMENT

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MINUTES
RANCHO SIMI RECREATION AND PARK DISTRICT
OAK PARK RECREATION & PARK PLANNING COMMITTEE MEETING
OAK PARK COMMUNITY CENTER & GARDENS
1000 N. KANAN ROAD, OAK PARK, CA 91377
THURSDAY, JANUARY 10, 2013
7:00 P.M.

MINUTES

ITEM

- I. CALL TO ORDER/
INTRODUCTIONS The meeting was called to order at 7:01 pm
- Committee Members
Present: Wendy Bani, Susan Bender, Michael Green,
Lenore Lewis, Derek Ross, Michael Sklar, Sepideh
Yeoh
- Others Present: District Board Member Gene Hostetler, and Dee
Dee Cavanaugh
District staff members Wayne Nakaoka, Richard
Lemmo, Eugene Molnar and Renee Peace, Larry
Peterson.
- Guests Present: None
- II. PUBLIC DISCUSSION
- None
- III. APPROVAL OF MINUTES
- A. Meeting of October 11, 2012

ACTION: Committee Member Michael Green moved to approve the Minutes from the October 11, 2012, meeting; Vice Chair Michael Sklar seconded the motion. Motion carried.

IV. CONTINUED BUSINESS

NONE

V. NEW BUSINESS

A. Report on Upcoming Committee Member Election January 22

General Manager Larry Peterson provided an overview of the upcoming election. Five applications were submitted for three open positions on the Committee. Members Bender, Lewis, and Ross are at the end of their terms and have submitted applications for re-election.

B. Approval of Oak Park Recreation and Park Planning Committee Meeting Schedule for 2013-14

General Manager Larry Peterson provided a schedule of Oak Park Recreation and Park Planning Committee Meeting schedule for 2013-14. Committee Member Derek Ross moved to approve schedule, Vice Chair Michael Sklar seconded the motion. Motion carried.

C. Report Regarding Status of Shared Use and Maintenance of Oak Park High School Tennis Courts

General Manager Larry Peterson provided a brief update of the status of the Oak Park Unified School Board's approval of the new shared use and maintenance agreement of the Oak Park High School tennis courts. Once the school district has approved the agreement the respective use-times will be posted for the public's benefit.

D. Report on District Financial Matters in Oak Park

General Manager Larry Peterson reviewed the financial report prepared for the Oak Park area. He indicated that Oak Park property values were stable and explained that budgeted expenses were largely ordinary course.

E. Report on Planning and Development Issues in Oak Park

Development Supervisor Wayne Nakaoka presented his written report on the following District projects: Water Tank project and agreement for telecommunications, Medea Creek streambed repair project, Southern California Gas Company encroachment permit, Oak Park Community Center landscape/pond upgrades, Medea Creek asphalt overlay project, and Indian Springs park identification sign.

F. Report on Grounds Maintenance Activities in Oak Park

Senior Maintenance Supervisor Eugene Molnar provided a report on various maintenance item descriptions, including, athletic facilities, open space trails, safety, and future projects. In addition, Molnar commented on Committee Member Michael Green's question regarding whether or not the slide damage at Mae Boyar Park was due to vandalism. Eugene confirmed that it may be a group of young teens that congregate around the park in the afternoon. The Park District is working with local law enforcement in efforts to prevent future occurrences.

G. Report on Recreation Activities and Special Events in Oak Park

Recreation Supervisor Renee Peace provided a report on the recreation activities for this period. Items included recreation classes and camps for fall, winter, and early spring activities, Oak Park Elementary School enrichment programs, pavilion and facility reservations, and special events for the community, teens and seniors, and future programs.

VI. WRITTEN COMMUNICATIONS

None

VII. ITEMS BY COMMITTEE MEMBERS

Committee Member MAC Representative Michael Green announced that the tribute to Assistant General Manager Ed Hayduk originally scheduled for the November 27th meeting for his dedication and accomplished work in Oak Park has been postponed. Committee Chair Lenore Lewis reported personal fitness training being conducted at Chaparral Park and wanted to know the policy. Recreation staff Richard Lemmo responded that a permit is required to conduct any organized group activities in District parks. Lewis said she would follow up with more specific details so we could address the issue with Park Rangers.

VIII. ADJOURNMENT

ACTION: Vice Chair Michael Sklar made a motion for the meeting to be adjourned. Committee Member MAC Representative Michael Green seconded the Motion. Motion carried. Meeting adjourned at 8:06pm.

Renee Peace
Recreation Supervisor – Oak Park

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RANCHO SIMI RECREATION AND PARK DISTRICT
Interoffice Memorandum

DATE: April 11, 2013

TO: Oak Park Recreation and Park Planning Committee

FROM: Assistant General Manager

SUBJECT: Report on Planning and Development Issues in Oak Park

Listed below is an update on planning and development issues in Oak Park.

1. **Oak Canyon Reservoir:** The *Agreement for Exchange of Real Property* between Rancho Simi Recreation and Park District and Triunfo Sanitation District is fully executed and in full force and effect. Construction of the new tank is complete and operational. A formal dedication ceremony was held on October 10, 2012.

Negotiations between representatives of the current telecommunication facilities located on the existing Conifer Tank site and the adjacent Country Vista II HOA have been finalized. The Park District was notified that one of the three existing carriers, Sprint, has indicated that it is no longer interested in having its existing facilities on the old Conifer Tank modified to remain in place.

Verizon representatives have expressed some interest in installing a third cell tower on the tank (T-Mobile and AT&T being the other two carriers). Talks are ongoing.

On December 13, 2012, a hearing on the application for the two modified cell sites at the old Conifer Tank site was held by the County of Ventura. Park District staff and staff from Triunfo attended the hearing. No other public attended. The two projects were approved by the County. Temporary relocation of the cell towers is complete. Demolition of the Conifer tank is now scheduled to occur in the very near future and be completed in early May 2013. Construction of the new towers is scheduled to start in late April/early May. Transfer of the site to the District will then occur, estimated to be June 2013.

2. **Medea Creek Streambed Repair Project:** Reconstruction of the failed slope along Medea Creek adjacent to Oak Park High School was completed on November 17, 2011.

Required as part of the mitigation for the project is removal of non-native plants along Medea Creek adjacent to the impacted site (.27 acres). A majority of the removal occurred on May 6, 2012, through the use of volunteers from the Big Sunday event.

Additional palm trees have been removed by a local contractor and District staff removed additional non-native vegetation in September 2012. Hand broadcasting of the area with a native seed mixture is scheduled for late fall when the weather cools and inclement weather arrives.

The Regional Water Control Board and the Army Corps of Engineers approved the final environmental mitigation for the project on December 21, 2012. The three year monitoring program is now underway.

3. **Encroachment Permit – So Cal Gas Co:** In June 2012 the District's Board of Directors approved a Resolution approving the granting of an easement to Southern California Gas Company along Kanan Road adjacent to the Oak Park Library (Medea Creek Natural Park).

On September 20, 2012, the District issued an Encroachment Permit to allow the contractor for the Gas Company to store equipment on Park District property temporarily during construction. The Gas Company has installed the underground pressure limiting station at the location.

4. **Oak Park Community Center – Landscape/Pond Upgrades:** During the past fiscal year, staff identified several problems with the pond at the Oak Park Community Center & Gardens. A substantial leak was discovered at the waterfall directly under the bridge. This resulted in water ponding on the outer edge of the pond. Additional investigation discovered one or more leaks at the upper pond, resulting in water running underneath the pond structure and daylighting on turf and landscape areas near the bottom of the pond. Initial repair beneath the bridge was completed in October 2012, resulting in two of the leaks being fixed. In November a contractor was hired to repair a seal coat on the upper portion of the pond. Additionally, rocks around the bottom pond were secured with concrete to help prevent soil from entering the pond.

District staff has also been in the process of re-landscaping the Community Center Gardens. Due to high ground water and very poor soil conditions, the original plant palate has struggled. New plantings have included palms mixed with some native type plantings. Landscape beds have been simplified and irrigation has been modified where necessary. Approximately 80% of the project has been completed by District maintenance staff. The remaining upgrades, primarily the landscaping behind the building, are scheduled to be completed in April 2013.

5. **Medea Creek Asphalt Overlay Project – Phase 2:** This project includes installation of the remaining section of new asphalt of the Medea Creek bikeway from Oak Hills Drive to the Ventura/Los Angeles County Line. Design is complete and scheduled to go to bid on April 7, 2013.
6. **Park Identification Signage:** Project includes installation of a new park sign at Indian Springs Park, similar to new park signs installed at the Oak Park Community Center and

Gardens, Eagle View Park, Mae Boyar Park, and Valley View Park. Design is complete. The sign is scheduled to be installed in June 2013.

7. **Oak Park Big Sunday:** The District will be participating in Oak Park's *Big Sunday* event on May 5, 2013, including clean-up of hiking trails and the donation of a park bench.



Ed Hayduk, Assistant General Manager

EH:bjm

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RANCHO SIMI RECREATION AND PARK DISTRICT
Oak Park Recreation and Park Planning Committee Meeting
April 11, 2013

GROUNDS MAINTENANCE REPORT

Activity Period: January 10, 2013 – April 11, 2013

1. Maintenance Items

- a. All parks have been aerated and fertilized.
- b. The annual tree trimming contract was completed. One hundred specimens were pruned throughout Oak Park.
- c. The water mainline at Mae Boyar Park was repaired. Oak Park Water replaced the aged water regulators feeding the park while the mainline was being repaired.
- d. A mainline break at the meter at the Community Gardens occurred and was jointly repaired by District maintenance staff and Oak Park Water.
- e. Mitigation work was performed at the Deerhill Native Plant Demonstration Garden. District staff removed non-native evasive weeds under the supervision of Ventura County Biologist Christina Danko.
- f. The swirl climber was replaced at Chaparral Park and the small slide was repaired at Mae Boyar Park.
- g. The security lamp at Eagle View Park was replaced.
- h. Vegetative management was performed to maintain a buffer in open space locations along Lindero Road, Sunnycrest Drive, and Smoketree.

2. Athletic Facilities

- a. All sports fields were aerated and fertilized.
- b. The fall renovation of softball fields was completed. The fields were ripped, dragged, and leveled. Brick dust was also added and incorporated into the infields. New pitchers' rubbers were installed at the Deerhill and Valley View fields.

3. Safety

- a. The following safety topics were covered: *Safety Checklist for Automobiles, Hand and Portable Power Tools, General Checklist for Safety, Machine Safety, Africanized Bees, and Do You Know What To Do in an Electrical Emergency.*

4. Future Projects

- a. Repair of play equipment at Mae Boyar Park.
- b. Renovation of the Mae Boyar Park restrooms.
- c. Coordinate the Medea Creek Clean-Up project for “Big Sunday”.
- d. Renovation of soccer fields at Deerhill Park (April) and Valley View Park (May).

Eugene Molnar

Eugene Molnar
Senior Grounds Maintenance Supervisor Grounds

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

DATE: April 11, 2013

TO: Oak Park Planning Committee

FROM: Oak Park Recreation Supervisor II

SUBJECT: Report on the Oak Park Recreation Programs

Spring Recreation Activities:

- I. Oak Park class registrations are consistent with the winter classes. Enrichment programs at all four of the Oak Park schools continue to be a big success.
- II. Spring Oak Park day camps remain consistent with last year's enrollment, in addition, Spring Tennis Camp was a success.
- III. New spring classes include Ballet, Yoga Hike, Senior Walking Club and Pet First Aid.
- IV. Special focus to senior programming has been incorporated into our recent line up of classes. Programs include Paramount Studios day, and Los Angeles Arboretum.
- V. Teen events for fall included special Anime guest speaker/voice actor, Yuri Lowenthal.
- VI. The Alternative Recreation Department in Simi is offering a game day at the Oak Park Community Center.
- VII. Adult Softball spring season is currently under way.

Facility and Pavilion Reservations:

- I. Oak Park Community Center continues to rent out every Saturday and half of Friday's and Sunday's every month, Saturday's are booked all the way through November.
- II. Park reservations are up from spring 2012. In particular, reservations for Deerhill Park as increased to include a consistent monthly rental.
- III. Mae Boyar nightly rentals have maintained consistent with schedules.
- IV. Ball fields are currently open and filled to capacity. Deerhill soccer field is currently closed for renovations. Valley View Soccer field will close at the end of April; both fields will be open for the start of soccer season.

Spring Special Events:

- I. The annual Spring Arts and Craft/Egg Hunt was a success, the new Adult Egg Toss recorded 67.
- II. We hosted 4 Star Parties in the current catalog (winter/spring); each recorded approximately 50-100 people.
- III. Upcoming special events planned in spring include, Drive-In Movie May 11^h, and a special Dog Day May 5th which include activities such as: Vaccine Clinic, L.A. and Ventura County Licensing, Rattlesnake Aversion Training, and Pet First Aid.

New Programs for late Spring and Summer:

- I. Teen trips include new teen extreme excursions that include Escondido Park Hike, Canopy Adventures, and Big Bear Cable Ski Park. A new summer family one night campout has been planned at Oak Canyon. New summer camps include a vocal camp, new art camps, ballet, garden (at the community garden), chemistry and magic and preschool tennis.

Summer Special Events:

- I. Drive in Movies, June 29, July 13, August 24, Summer Concert Journey Tribute, June 22, and Shakespeare July 14.

Renee Peace

Recreation Supervisor II

cc: Recreation & Leisure Services Administrator

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