

RANCHO SIMI RECREATION AND PARK DISTRICT

RANCHO SIMI RECREATION AND PARK DISTRICT ACTIVITY CENTER
VIA ZOOM

NOTICE OF SPECIAL MEETING

Notice is hereby given, pursuant to Section 54956 of the California Government Code, that the Board of Directors of the Rancho Simi Recreation and Park District, by call of the Chair of the Board of Directors, has ordered that it will hold a Special Meeting on Thursday, June 23, 2022 at 6:30pm via Zoom. The purpose of the Special Meeting is to conduct the business listed on the attached Agenda.



Dan Paranick, District Manager / District Clerk

Dated: June 22, 2022

Rancho Simi Recreation and Park District Board of Directors Special Meeting

A G E N D A

Thursday, June 23, 2022, at 6:30 p.m.

Rancho Simi Recreation and Park District
4201 Guardian Street, Simi Valley, CA 93063
(805) 584-4400 • www.rsrpd.org

(Meeting To Be Held Via Zoom)

Welcome to a meeting of the Board of Directors of the Rancho Simi Recreation and Park District. The Park District welcomes citizen participation.

In compliance with revised Public Meeting laws enacted by the State of California, as well as Ventura County Public Health Orders' social distancing requirements which restricts gatherings to slow the spread of the novel Coronavirus COVID-19 pandemic, this meeting will be held via Zoom by Board Members, District Staff, and the Public. There will be no in-person attendance by the public. The live-streamed meeting can be accessed via our website at www.rsrpd.us by clicking "Board Meeting Videos" on the homepage. Members of the public who wish to speak or provide comments are encouraged to attend the meeting virtually via Zoom by clicking the following link:

<https://us02web.zoom.us/j/82060591383?pwd=eVpiN2oxWEEd2cVhMVDVzNlgxKzdrdz09>

Meeting ID: 820 6059 1383. Passcode: 026696. You may also access the meeting telephonically by calling 1-669-900-6833. Meeting ID: 820 6059 1383. Passcode: 026696. At the appropriate time, in accordance with the agenda, the Chair of the Board will request that individuals who wish to speak identify themselves and make their comments. Members of the public may also participate by providing written comments to the Board by sending an email to SandeeC@rsrpd.us by Thursday, June 23, 2022 at 5:00pm. The Chair will read comments during the meeting at the appropriate time for up to three minutes for each comment. If you have questions regarding this virtual public meeting, please call Sandee Covone at 805-823-0971.

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

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

BOARD OF DIRECTORS

Chair	Vice Chair	Director	Director	Director
Kate O'Brien	Josh Gray	Ed Abele	Brian Dennert	Elaine Freeman

STAFF
District Manager
Dan Paranick

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA REVIEW
4. PUBLIC STATEMENTS (ITEMS NOT ON THE AGENDA)
5. NEW BUSINESS
 - a. Approval of Pay and Benefit Changes for: (1) Rancho Simi Recreation and Park District Middle Management Association, (2) Rancho Simi Recreation and Park District Employee Association, (3) Maintenance & Grounds Association and (4) Unrepresented District Employees
 - b. Approval and Adoption of Full-time Employee Classification Schedules by Rancho Simi Recreation and Park District Board of Directors
6. WRITTEN COMMUNICATIONS OF NOTE
7. REPORTS BY BOARD MEMBERS
8. REPORT BY DISTRICT MANAGER
9. CLOSED SESSION
 - a. Closed Session Pursuant to Government Code Section 54957.6
Conference with Labor Negotiator:
Agency Negotiators: District Manager and Director of Administration
Employee Organization: Rancho Simi Recreation and Park District - Middle Management Association
 - b. Closed Session Pursuant to Government Code Section 54957.6
Conference with Labor Negotiator:
Agency Negotiators: District Manager and Director of Administration
Employee Organization: Rancho Simi Employee's Association
 - c. Closed Session Pursuant to Government Code Section 54957.6
Conference with Labor Negotiator:
Agency Negotiator: District Manager and Director of Administration
Employee Organization: Maintenance & Grounds Association
 - d. Closed Session Pursuant to Government Code Section 54957.6
Conference with Labor Negotiator:
Agency Negotiator: District Manager
Employee Organization: Unrepresented Employees

10. ADJOURNMENT



Dan Paranic, District Manager / District Clerk

If any individual has a disability that may require an accommodation to participate in the meeting, please contact Human Resources at 805-584-4400. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: June 23, 2022

TO: District Manager

FROM: Director of Administration

SUBJECT: Approval of Pay and Benefit Changes for: (1) Rancho Simi Recreation and Park District Middle Management Association, (2) Rancho Simi Recreation and Park District Employee Association, (3) Maintenance & Grounds Association and (4) Unrepresented District Employees

SUMMARY

The District has been engaged in labor negotiations with the District's Middle Management Association, Rancho Simi Employee Association, Maintenance & Grounds Association and Unrepresented Employees. During the negotiation period staff has presented the requests to the Board in closed session. Those requests have been analyzed, discussed and responded to by staff, under direction of the Board. Agreement has since been reached and approval of the agreed to terms is now recommended.

Staff recommends approval of the following negotiated changes:

Middle Management:

- 4.5% Cost of Living increase effective June 24, 2022 (start of pay period).
- One-time 1.5 % COLA payment payable July 15, 2022 to full time employees employed as of July 1, 2022, based on gross pay as of July 1, 2022.

Rancho Simi Employee Association:

- 4.2% Cost of Living increase effective June 24, 2022 (start of pay period).
- Increase Annual Leave for employees hired/promoted after May 2010 from 17 to 19 days for employees working 1-5 years and from 23 to 25 for employees working 6-10 years, effective July 1, 2022.
- Increase Bereavement Leave from 3 to 5 days when travel is needed, effective July 1, 2022.
- One-time 1.5% COLA payment payable July 15, 2022 to full time employees employed as of July 1, 2022, based on gross pay as of July 1, 2022.

Maintenance & Grounds Association:

- 4.5% Cost of Living increase effective June 24, 2022 (start of pay period).
- One-time 1.5% COLA payment payable July 15, 2022 to full time employees employed as of July 1, 2022, based on gross pay as of July 1, 2022.

Unrepresented Employees:

- 4.5% Cost of Living increase for Department Heads and 4.2% for HR Coordinator effective June 24, 2022 (start of pay period). The HR Coordinator will also receive two additional Annual Leave days.
- One-time 1.5% COLA payment payable July 15, 2022 to full time employees employed as of July 1, 2022, based on gross pay as of July 1, 2022.

The attached Letters of Agreement states the proposed changes for the Middle Management Association, Rancho Simi Employee Association and the Maintenance & Grounds Association. Note that the Bereavement Leave benefit is anticipated to be extended to all full-time employees via a future revision to the Policy Manual.

RECOMMENDATION

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



Theresa Pennington
Director of Administration

RANCHO SIMI RECREATION AND PARK DISTRICT

LETTER AGREEMENT WITH THE RANCHO SIMI RECREATION AND PARK DISTRICT
MIDDLE MANAGEMENT ASSOCIATION
2022/23

June 21, 2022

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


- 4.5% Cost of Living increase effective June 24, 2022 (start of pay period).
- One-time 1.5% COLA payment payable July 15, 2022 to full time employees employed as of July 1, 2022, based on gross pay as of July 1, 2022.

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

For the District:

Dan Paranick
District Manager

For Employee's Association:



Brian Reed
Middle Management President

Date Approved by the Board of Directors

RANCHO SIMI RECREATION AND PARK DISTRICT

LETTER AGREEMENT WITH THE RANCHO SIMI RECREATION AND PARK DISTRICT
EMPLOYEE'S ASSOCIATION
2022/23

June 21, 2022

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

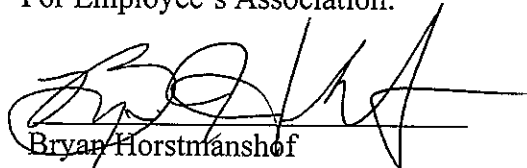
- 4.2% Cost of Living increase effective June 24, 2022 (start of pay period).
- Increase Annual Leave for employees hired/promoted after May 2010 from 17 to 19 days for employees working 1-5 years and from 23 to 25 for employees working 6-10 years, effective July 1, 2022.
- Increase Bereavement Leave from 3 to 5 days when travel is needed, effective July 1, 2022.
- One-time 1.5 % COLA payment payable July 15, 2022 to full time employees employed as of July 1, 2022, based on gross pay as of July 1, 2022.

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

For the District:

Dan Paranick
District Manager

For Employee's Association:



Bryan Horstmannshof
Rancho Simi Employee's Association President

Date Approved by the Board of Directors

RANCHO SIMI RECREATION AND PARK DISTRICT

LETTER AGREEMENT WITH THE RANCHO SIMI RECREATION AND PARK DISTRICT
MAINTENANCE & GROUNDS ASSOCIATION
2022/23

June 21, 2022

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

- 4.5% Cost of Living increase effective June 24, 2022 (start of pay period).
- One-time 1.5% COLA payment payable July 15, 2022 to full time employees employed as of July 1, 2022, based on gross pay as of July 1, 2022.

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

For the District:

For Employee's Association:

Dan Paranick
District Manager



Casey Hancox
Maintenance & Grounds Association President

Date Approved by the Board of Directors

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: June 23, 2022

TO: District Manager

FROM: Director of Administration


SUBJECT: Approval and Adoption of Full-time Employee Classification Schedules by
Rancho Simi Recreation and Park District Board of Directors

SUMMARY

The California Code of Regulations at Section 570.5(a)(1), requires the governing body to approve and adopt employee pay schedules. The attached Full-time Employee Classifications and Monthly Pay Range schedules have been amended to reflect the recently approved Cost of Living Adjustment increase for the Middle Management Association, Rancho Simi Employee Association, Maintenance & Grounds Association and Unrepresented Employees, ranging from 4.2% to 4.5%.

BOARD ACTION REQUESTED

Staff recommends the Board approve and adopt the Full-time Employee Classification Schedules.



Theresa Pennington
Director of Administration

**FULL-TIME EMPLOYEE CLASSIFICATIONS Middle Management and Department Heads
AND MONTHLY PAY RANGES
Approved and Adopted by the Board of Directors on June 23, 2022
Effective June 24, 2022**

Range No.	Title	Low	High	Degree Req'd?	Exempt/Hourly	Bargaining Affiliation
ADMINISTRATION DEPARTMENT						
50.5	Senior Park Ranger	5,629	7,250	No	Hourly	RSRPD Middle Management Group
52.5	Computer Support Specialist	6,212	8,002	Yes	Hourly	RSRPD Middle Management Group
	Director of Administration	10,511	12,870	Yes	Exempt	None
PLANNING AND MAINTENANCE DEPARTMENT						
50.5	Recreation Coordinator - Strathearn	5,629	7,250	No	Exempt	RSRPD Middle Management Group
54.5	Sr. Maintenance Supv. - Grounds	6,850	8,823	No	Exempt	RSRPD Middle Management Group
54.5	Sr. Maintenance Supv. - Bldgs.	6,850	8,823	No	Exempt	RSRPD Middle Management Group
55.0	Landscape Designer	7,024	9,048	Yes	Exempt	RSRPD Middle Management Group
55.5	Sr. Management Analyst	7,202	9,276	Yes	Exempt	RSRPD Middle Management Group
	Director of Planning and Maintenance	10,511	12,870	Yes	Exempt	None
RECREATION DEPARTMENT						
46.0	Assistant Golf Course Superintendent	4,514	5,814	No	Exempt	RSRPD Middle Management Group
50.5	Head Golf Pro / Assistant Manager	5,629	7,250	Yes	Exempt	RSRPD Middle Management Group
50.5	Recreation Coordinator	5,629	7,250	No	Exempt	RSRPD Middle Management Group
54.5	Sr. Maintenance Supv. - SHGC	6,850	8,823	No	Exempt	RSRPD Middle Management Group
55.5	Recreation Supervisor II	7,202	9,276	Yes	Exempt	RSRPD Middle Management Group
57.0	Golf Course Manager	7,748	9,980	Yes	Exempt	RSRPD Middle Management Group
	Director of Recreation	10,511	12,870	Yes	Exempt	None

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06/21/22

**FULL-TIME EMPLOYEE CLASSIFICATIONS FOR RANCHO SIMI EMPLOYEE'S ASSOCIATION AND CONFIDENTIAL EMPLOYEE
AND MONTHLY PAY RANGES**

Approved and Adopted by the Board of Directors on June 23, 2022

Effective June 24, 2022

Range No.	Title	Low	High	Degree Req'd?	Exempt/Hourly	Bargaining Affiliation
ADMINISTRATION DEPARTMENT						
43.5	Administrative Specialist	3,984	5,132	No	Hourly	Rancho Simi Employee's Association
44.5	Accounting Specialist	4,184	5,389	No	Hourly	Rancho Simi Employee's Association
47.5	Park Ranger	4,846	6,243	No	Hourly	Rancho Simi Employee's Association
49.0	Executive Assistant	5,216	6,719	No	Hourly	Rancho Simi Employee's Association
50.5	Accountant-Payroll	5,612	7,229	No	Hourly	Rancho Simi Employee's Association
50.5	Human Resources Coordinator	5,612	7,229	No	Hourly	None - Confidential Position
53.0	Accountant	6,348	8,177	No	Hourly	Rancho Simi Employee's Association
PLANNING AND MAINTENANCE DEPARTMENT						
48.0	Administrative Secretary	4,968	6,399	No	Hourly	Rancho Simi Employee's Association
RECREATION DEPARTMENT						
41.0	Recreation Specialist	3,525	4,540	No	Hourly	Rancho Simi Employee's Association
45.0	Recreation Assistant	4,287	5,522	No	Hourly	Rancho Simi Employee's Association
46.5	Customer Service Representative	4,615	5,945	No	Hourly	Rancho Simi Employee's Association
46.5	Recreation Program Specialist	4,615	5,945	No	Hourly	Rancho Simi Employee's Association
48.0	Administrative Secretary	4,968	6,399	No	Hourly	Rancho Simi Employee's Association

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**FULL-TIME EMPLOYEE CLASSIFICATIONS - MAINTENANCE & GROUNDS ASSOCIATION
AND MONTHLY PAY RANGES**

Approved and Adopted by the Board of Directors on June 23, 2022

Effective June 24, 2022

Range No.	Title	Low	High	Degree Req'd?	Exempt/Hourly	Bargaining Affiliation
PLANNING AND MAINTENANCE DEPARTMENT						
44.5	Groundskeeper I	4,196	5,405	No	Hourly	Maintenance & Grounds Association
45.0	Buildings Maintenance Worker I	4,299	5,537	No	Hourly	Maintenance & Grounds Association
46.0	Weekend Lead Person	4,514	5,815	No	Hourly	Maintenance & Grounds Association
46.0	Groundskeeper II	4,514	5,815	No	Hourly	Maintenance & Grounds Association
46.5	Buildings Maintenance Worker II	4,628	5,961	No	Hourly	Maintenance & Grounds Association
48.5	Crew Leader	5,105	6,576	No	Hourly	Maintenance & Grounds Association
48.5	Crew Leader - Buildings Maintenance	5,105	6,576	No	Hourly	Maintenance & Grounds Association
49.5	Crew Leader - Irrigation	5,362	6,907	No	Hourly	Maintenance & Grounds Association
49.5	Crew Leader - Heavy Equip. Op.	5,362	6,907	No	Hourly	Maintenance & Grounds Association
49.5	Buildings Specialist - Carpenter	5,362	6,907	No	Hourly	Maintenance & Grounds Association
49.5	Buildings Specialist - Electrician	5,362	6,907	No	Hourly	Maintenance & Grounds Association
49.5	Buildings Specialist - Mechanic	5,362	6,907	No	Hourly	Maintenance & Grounds Association
49.5	Buildings Specialist - Painter	5,362	6,907	No	Hourly	Maintenance & Grounds Association
49.5	Buildings Specialist - Pools & Water Features	5,362	6,907	No	Hourly	Maintenance & Grounds Association
49.5	Buildings Specialist - Utility	5,362	6,907	No	Hourly	Maintenance & Grounds Association
RECREATION DEPARTMENT						
45.0	Building Maintenance Worker I	4,299	5,537	No	Hourly	Maintenance & Grounds Association
45.0	Mechanic - Golf Courses	4,299	5,537	No	Hourly	Maintenance & Grounds Association
46.5	Building Maintenance Worker II	4,628	5,961	No	Hourly	Maintenance & Grounds Association

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