



**SAN BENITO COUNTY
PARKS AND RECREATION COMMISSION**

Marie Peterson District No. 1	Michelle Conrique District No. 2	C.R. Gonzales District No. 3	Alana Miller District No. 4	Vacant District No. 5	Maria Spandri Vets Park Commission Rep.	Paul Hain Historical Society Rep.
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Board of Supervisors Chambers 481 Fourth Street, Hollister, CA 95023
PARKS AND RECREATION COMMISSION - REGULAR MEETING-
NOVEMBER 13, 2024
5:30 PM

All attendees must comply with any other rules of procedures/instructions announced by the Intergovernmental Committee and/or County Staff. The meeting will be available through Zoom and Peak Agenda for those who wish to join or require accommodations.

Members of the public may participate remotely via zoom at the following link <https://zoom.us/join> with the following Webinar ID and Password:

Webinar ID: 867 3731 6429

Webinar Password: 443537

Join by Phone: +1 408 638 0968 US (San Jose)

Those participating by phone who would like to make a comment can use the “raise hand” feature by dialing “*9”. In order to receive the full zoom experience, please make sure your application is up to date.

Remote zoom participation for members of the public is provided for convenience only. In the event that the zoom connection malfunctions for any reason, the Board of Supervisors reserves the right to conduct the meeting without remote access.

Remote Viewing:

Members of the public who wish to watch the meeting can view a livestream of the meeting online through:

Zoom: <https://zoom.us/join>

Written Comments & Email Public Comment

Members of the public may submit comments via email by 5:00 PM prior to the meeting to the Clerk at sloupe@cosb.us.

Public Comment Guidelines

- 1. The Commission welcomes your comments.*
- 2. If participating on Zoom, once you are selected you will hear that you have been unmuted: At this time, please state your first name, last name, and county you reside in for the record.*
- 3. Each individual speaker will be limited to a presentation total of three (3) minutes, or such other time as may be designed by the Chair.*
- 4. Please keep your comments, brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.*

If you have any questions, please contact the Clerk at (831) 902-2271 or email sloupe@cosb.us

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 PUBLIC COMMENT

Opportunity to address the commission on items of interest not appearing on the agenda or not scheduled for public hearing. No action may be taken unless provided for by GC 56954.2. Each speaker is limited to five minutes

This commission does not hear matters regarding Veterans Memorial Park. Please click on the following link for information on Veterans Memorial Park Commission:

<https://www.cosb.us/government/clerk-of-the-board-of-supervisors/san-benito-county-boards-and-commissions>

4 CONSENT ITEMS

- 4.1. [RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR-Acknowledgment of the Certificate of Posting for the November 13, 2024, Parks and Recreation Commission Regular meeting.SBC FILE NUMBER: 93](#)

[Certificate of Posting 2024-11-13.pdf](#)

- 4.2. [RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR-Approval of the Minutes from May 8, 2024, Parks and Recreation Regular Meeting.SBC FILE NUMBER: 93](#)
[20204-05-08-PRC_MINUTES_DRAFT.](#)

5 STAFF ANNOUNCEMENT - Information Only

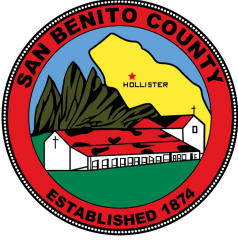
6 COMMISSIONER REPORTS

7 DISCUSSION ITEMS

The Commission will consider and may take action on the following items:

- 7.1. **RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR-Approve the meeting schedule for the 2025 calendar year. Meetings to continue on a quarterly basis on the second Wednesday of the month.SBC FILE NUMBER: 93**
PARKS AND RECREATION COMMISSION QUARTERLY MEETINGS 2025.pdf
- 7.2. **COUNTY ADMINISTRATION OFFICE - H. RING, DEPUTY COUNTY ADMINISTRATIVE OFFICER-Review draft Sponsorship Policy for County of San Benito, discuss and provide direction to staff, and/or make a recommendation to the County Board of Supervisors.SBC FILE NUMBER:93**
- 7.3. **RESOURCE MANAGEMENT AGENCY - S. LOUPE PUBLIC WORKS ADMINISTRATOR-Accept presentation and updates regarding the County's Capital Improvement Program (CIP) projects, and the American Rescue Plan Act (ARPA) projects.SBC FILE NUMBER: 93**

8 ADJOURNMENT



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Vacant
District No. 1

**Michelle
Conrique**
District No. 2

**C.R.
Gonzales**
District No. 3

Vacant
District No. 4

Vacant
District No. 5

Paul Hain
Historical
Society Rep.

**Maria
Spandri**
Vets Park
Commission
Rep.

Item Number: 4.1

MEETING DATE: 11/13/2024

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Stephanie Reck

SUBJECT:

RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR-

Acknowledgment of the Certificate of Posting for the November 13, 2024, Parks and Recreation Commission Regular meeting.

SBC FILE NUMBER: 93

AGENDA SECTION:

CONSENT ITEMS

BACKGROUND/SUMMARY:

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

STAFF RECOMMENDATION:

Acknowledgment of the Certificate of Posting for the November 13, 2024, Parks and Recreation Commission Regular meeting.

ATTACHMENTS:

[Certificate of Posting 2024-11-13.pdf](#)

*San Benito County Planning Commission
2301 Technology Parkway
Hollister, CA 95023*



CERTIFICATE OF AGENDA POSTING

Pursuant to Government Code §59454.2(a), I, Stephanie Reck, certify that the **REGULAR MEETING AGENDA** for the **SAN BENITO COUNTY PARKS AND RECREATION COMMISSION MEETING** scheduled for November 13, 2024 was posted at the following locations, freely accessible to the public, on this day of November 8, 2024:

The bulletin board outside the front entrance of the San Benito County Planning Department, 2301 Technology Parkway, Hollister, CA

AND

The bulletin board outside the front entrance of the San Benito County Administration Building, 481 Fourth Street, Hollister, CA

AND

On The San Benito County website <https://www.cosb.us/> in the Events Calendar.

Stephanie Reck
Associate Planner
County of San Benito



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Vacant
District No. 1

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Gonzales**
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Vacant
District No. 5

Paul Hain
Historical
Society Rep.

**Maria
Spandri**
Vets Park
Commission
Rep.

Item Number: 4.2

MEETING DATE: 11/13/2024

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Stephanie Reck

SUBJECT:

RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR-

Approval of the Minutes from May 8, 2024, Parks and Recreation Regular Meeting.
SBC FILE NUMBER: 93

AGENDA SECTION:

CONSENT ITEMS

BACKGROUND/SUMMARY:

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

Yes

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

STAFF RECOMMENDATION:

Approval of the Minutes from May 8, 2024, Parks and Recreation Regular Meeting.

ATTACHMENTS:

[20204-05-08-PRC_MINUTES_DRAFT.](#)



**SAN BENITO COUNTY
PARKS AND RECREATION COMMISSION**

Marie Peterson District No. 1	Michelle Conrique District No. 2	C.R. Gonzales District No. 3	Alana Miller District No. 4	Vacant District No. 5	Maria Spandri Vets Park Commission Rep.	Paul Hain Historical Society Rep.
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Board of Supervisors Chambers 481 Fourth Street, Hollister, CA 95023
PARKS AND RECREATION COMMISSION - REGULAR SESSION
May 8, 2024, MEETING MINUTES-

NOTE: The minutes herein provide a summary of agenda items presented to the Parks and Recreation Commission, but do not provide a transcript. The meetings are recorded and the full recording should be consulted for the complete presentations, discussions, and public comments.

Recordings of the Parks and Recreation Commission meetings are available at:

<https://www.youtube.com/@CommunityMediaTV>

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Webinar ID: 845 4838 8511

Webinar Password: 807412

Join by Phone: +1 408 638 0968 US (San Jose)

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4. Please keep your comments, brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

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1. CALL TO ORDER

Paul Hain, Co-chair and Historical Society representative called the meeting to order at 5:33 P.M.

Roll Call:

Marie Peterson, District 1 representative, was present in chambers.

Michelle Conrique, District 2 representative, was present in chambers.

Alana Miller, District 4 representative, was present in chambers

Paul Hain, Co-chair and Historical Society representative was present in chambers.

C. R. Gonzales, District 3 representative, was absent.

Maria Spandri, Chair and Veterans Park Commission representative was absent.

We have a quorum.

2. PLEDGE OF ALLEGIANCE

Marie Peterson, District 1 representative, led the Pledge of Allegiance.

3. PUBLIC COMMENT

Opportunity to address the commission on items of interest not appearing on the agenda or not scheduled for public hearing. No action may be taken unless provided for by GC 56954.2. Each speaker is limited to five minutes

This commission does not hear matters regarding Veterans Memorial Park. Please click on the following link for information on Veterans Memorial Park Commission:

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Holly Strother, Staff Services Specialist read the Public Comment directions.

Public Comment was opened.

No public comment in the chambers or via Zoom.

Public Comment closed.

4. CONSENT ITEMS

Alana Miller, District 4 representative motioned to approve the Consent Agenda
Michelle Conrique, District 2 representative, seconded the motion.

Motion passed four to zero (4-0.)

Motion Passed: 4 - 0

Voting For: Marie Peterson, Michelle Conrique, Alana Miller, Paul Hain

Voting Against: None

4.1 **RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR** Acknowledgment of the Certificate of Posting for the May 8, 2024, Parks and Recreation Commission Regular meeting. SBC FILE NUMBER: 93

4.2 **RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR-** Approval of the Minutes from February 28, 2024, Parks and Recreation Regular Meeting. SBC FILE NUMBER: 93

5. DISCUSSION ITEMS

The Commission will consider and may take action on the following items:

5.1 **COUNTY ADMINISTRATION OFFICE-R. ESPINOZA, COUNTY ADMINISTRATION OFFICER-** Receive an update on the County Park Sponsorship Policy, discuss and provide staff direction/feedback as desired. SBC FILE NUMBER: 93

Gracie Rodriguez, Administrative Analyst, provided an update on creation of the County Park Sponsorship Policy. She also asked for recommendations for outreach to community groups by the ad-hoc committee.

Commissioner discussion: Commissioners asked if part of the sponsorship funds would be reserved for maintenance of each amenity? Commissioner concerns were that impact fees can only be used to support new equipment and amenities. (Providing maintenance funds within the sponsorship is a possibility under Commission direction.)

Public Comment opened:

Valerie England provided comment in chambers

No further public comment in chambers or via zoom.

Public comment closed.

5.2 RESOURCE MANAGEMENT AGENCY - S. LOUPE PUBLIC WORKS

ADMINISTRATOR- Accept presentation and updates regarding the County's Capital Improvement Program (CIP) projects, and the American Rescue Plan Act (ARPA) projects. SBC FILE NUMBER: 93

Steve Loupe, Public Works Administrator presented on the County Capital Improvement Program (CIP) and American Rescue Plan Act (ARPA) projects. Projects included: Veterans Memorial Park; Historical Park; Sunnyside Park; Riverview Regional Park. Loupe encouraged the commissioners to invite people to a stakeholder planning meeting for Riverview Regional Park on May 20, 2024.

Public Comment opened:

Valerie England presented comments in chambers.

No further public comment in chambers or via zoom.

Public Comment closed.

Commissioner discussion: Will there be stump grinding with the tree removal of the trees at Historical Park? (No, but willing to add it to the scope of the work.) They thanked Steve for his hard work.

6. COMMISSIONER REPORTS

Paul Hain, Co-chair and Historical Society representative, reported that he traveled to San Antonio, Texas for the recent eclipse and got to visit some good examples of parks for all ages.

7. ADJOURNMENT

Moved by

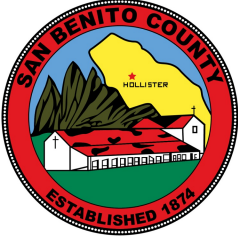
Marie Peterson, District 1 representative, motioned to adjourn at 6:18 p.m.
Alana Miller, District 4 representative, seconded the motion.

Motion passed four to zero (4-0)

Motion : 4 - 0

Voting For: Marie Peterson, Michelle Conrique, Alana Miller, Paul Hain

Voting Against: None



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Vacant
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Historical
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**Maria
Spandri**
Vets Park
Commission
Rep.

Item Number: 7.1

MEETING DATE: 11/13/2024

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Stephanie Reck

SUBJECT:

RESOURCE MANAGEMENT AGENCY-S. LOUPE, PUBLIC WORKS ADMINISTRATOR-

Approve the meeting schedule for the 2025 calendar year. Meetings to continue on a quarterly basis on the second Wednesday of the month.

SBC FILE NUMBER: 93

AGENDA SECTION:

DISCUSSION ITEMS

BACKGROUND/SUMMARY:

Staff to provide a draft of the 2025 Parks and Recreation Commission Schedule.

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

STAFF RECOMMENDATION:

Approve the meeting schedule for the 2025 calendar year. Meetings to continue on a quarterly basis on the second Wednesday of the month.

ATTACHMENTS:

[PARKS AND RECREATION COMMISSION QUARTERLY MEETINGS 2025.pdf](#)

PARKS AND RECREATION COMMISSION QUARTERLY MEETINGS 2025

Parks and Recreation Commission Meeting Dates	Meeting Type
February 12, 2025	Regular Meeting @ 5:30 p.m.
May 14, 2025	Regular Meeting @ 5:30 p.m.
August 13, 2025	Regular Meeting @ 5:30 p.m.
November 12, 2025	Regular Meeting @ 5:30 p.m.



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Vacant
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Paul Hain
Historical
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**Maria
Spandri**
Vets Park
Commission
Rep.

Item Number: 7.2

MEETING DATE: 11/13/2024

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Stephanie Reck

SUBJECT:

COUNTY ADMINISTRATION OFFICE - H. RING, DEPUTY COUNTY ADMINISTRATIVE OFFICER-

Review draft Sponsorship Policy for County of San Benito, discuss and provide direction to staff, and/or make a recommendation to the County Board of Supervisors.

SBC FILE NUMBER:93

AGENDA SECTION:

DISCUSSION ITEMS

BACKGROUND/SUMMARY:

The draft Sponsorship Policy provides guidelines and procedures for implementation of sponsorship agreements to support parks facilities, services, and programs. The Sponsorship is not intended to be applicable to the Sponsorship of private events conducted at County Parks .

Staff is presenting a draft for consideration and feedback, and request that the Parks and Recreation Commission make a recommendation to the Board of Supervisors.

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

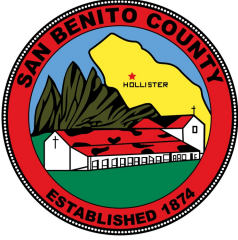
STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

STAFF RECOMMENDATION:

1. Review draft Sponsorship Policy for County of San Benito,
2. Discuss and provide direction to staff and/or make recommendation to present sponsorship policy to the County Board of Supervisors.

ATTACHMENTS:



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Vacant
District No. 1

**Michelle
Conrique**
District No. 2

**C.R.
Gonzales**
District No. 3

Vacant
District No. 4

Vacant
District No. 5

Paul Hain
Historical
Society Rep.

**Maria
Spandri**
Vets Park
Commission
Rep.

Item Number: 7.3

MEETING DATE: 11/13/2024

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Stephanie Reck

SUBJECT:

RESOURCE MANAGEMENT AGENCY - S. LOUPE PUBLIC WORKS ADMINSTRATOR-

Accept presentation and updates regarding the County's Capital Improvement Program (CIP) projects, and the American Rescue Plan Act (ARPA) projects.

SBC FILE NUMBER: 93

AGENDA SECTION:

DISCUSSION ITEMS

BACKGROUND/SUMMARY:

Provide update to Parks project status.

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

No

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

STAFF RECOMMENDATION:

Accept presentation and updates regarding the County's Capital Improvement Program (CIP) projects, and American Rescue Plan Act (ARPA) projects.

ATTACHMENTS: