



SAN BENITO COUNTY PARKS AND RECREATION COMMISSION

Don Kelley Chair District 1	Jim West District 2	Daniel Dungy District 3	Ray Pierce Vice-Chair District 4	Estevan Guzman District 5	Janie Lausten Historical Society	Fred Pagaran Vel's Park	Talia Gonzalez Youth Rep. San Benito HS	Kyle Vallejo Youth Rep San Benito HS
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San Benito County Board Chamber – 481 4th Street, Hollister, CA 95023

REGULAR MEETING ACTION MINUTES July 15, 2008

1. Call To Order at 5:40 p.m. by Acting Chair Jim West.

A. Pledge of Allegiance: The Pledge of Allegiance was led by Commissioner Lausten.

B. Roll Call:

Commissioners Present: Jim West, Janie Lausten, Fred Pagaran, Daniel Dungy, Estevan Guzman, and Kyle Vallejo.

Commissioners Absent: Don Kelley, Ray Pierce, and Talia Gonzalez.

Staff Present: Janelle Cox, Management Analyst, Administration; Terry Hill, Interim Staff Analyst; Ken Nattell, Facilities and Grounds Manger; Enedina Ruiz, Intern, and Kathy McShane, Office Assistant III.

C. Acknowledge Certificate of Posting: The agenda was posted on July 10, 2008 at 12:30 p.m. at the Library, County Courthouse, and County Administration Building.

2. Public Comment

Delbert Doty, of the Historical Society, stated they had found a new caretaker for Historical Park. His name is Manuel Villegas, and he is in the process of moving his travel trailer to the park and then he will be ready to work.

3. Staff Announcements

Status of the Parks & Recreation Website: Terry Hill said he would make a couple of changes to the website and then it will go live. He would turn it over to IT later this week. Janelle Cox asked to preview the site before it goes live.

4. Commission Announcement, Introductions, and Presentations

A. Commissioner Pagaran said the Veterans Park Commission would like a joint meeting with this Commission to discuss standardizing fees at all the parks in San Benito County for tournaments and other events.

Jesse Garza, the Chair of the Veterans Park Commission, was present and stated that there was no structured policy regarding charging fees in the parks. He would like to see a boilerplate created like other counties have that could be customized to fit San Benito County. It should be determined whether to charge a fee for permits, what to do when there

are conflicting events, address HazMat issues, and health issues regarding the serving of food. Mr. Garza suggested forming a sub-committee from both Commissions to research and write a draft policy. Terry Hill said he had gotten some responses from other Counties on their policies to use as samples. Mr. Garza said he would also like to see some non-profit groups involved in the subcommittee.

Commissioner West asked staff to put this on next month's agenda, and to coordinate this with the City of Hollister. Terry said he would have a staff report with proposals and alternatives ready for next month's meeting.

B. The newest Commissioner, Daniel Dungy, introduced himself and told a little about his background. He has been in the County for 15 years, and has much education and experience with parks and recreation and natural resources.

5. Consent Agenda

Approve the Parks & Recreation Commission meeting minutes of June 17, 2008.

Upon motion duly made by Commissioner Guzman and seconded by Commissioner Pagaran, the minutes of June 17, 2008, were unanimously approved.

6. Discussion Items

6.1 Proposed City/County

Dunne Park project-cost breakdown info (from City)

No information yet. This will be continued to the next meeting.

6.2 Capital Improvement Projects

A handout was distributed listing the eight park Capital Projects included in the FY2008-09 Adopted Budget. This fiscal year, \$790,800 of State Parks Per Capita Grant funds are allocated to fund six of the projects, leaving a balance of \$309,200 to expend by 2011. Janelle Cox reviewed the projects and the agreements and project applications needed to proceed with each project. Commissioner West stated the money should be used while it is still there.

- Spring Grove School: The school district will include the commission on its upcoming meetings on the project. The next step on this project is coordinating volunteerism. Commissioner Guzman and Commissioner Kelley are interested in attending any meetings on this topic.
- Restroom at San Juan School Athletic Fields: There is \$200,000 allocated for this restroom. However, there is a possibility of getting two pre-fab restrooms for about \$100,000 each. One could be put at the school and one at Abbe Park, San Juan Bautista. A discussion followed about how best to handle funding these projects, if bids come in over the approved budget. It was decided that getting bids first for both types would be the best approach, and then the Commission could make a decision.
- Joint Use Agreements are needed for the following projects. Janelle will prepare and coordinate with the school districts.
 - San Juan Aromas School District
 - Santa Ana School Playground
 - Spring Grove School Athletic Fields Retrofit

- The following projects can proceed with Project Applications to the State. Janelle will prepare and coordinate with Public Works, who will provide the construction management services for the projects.
 - BBQ Pits at Historical Park
 - Veterans Memorial Park Access Improvements
 - Veterans Memorial Park Irrigation System

6.2 July Parks and Recreation Month Proclamation

Terry Hill referred to the staff report and Proclamation declaring July as *Parks and Recreation Month* he prepared for the Board of Supervisors. It is basically identical to last year's proclamation.

Upon motion duly made by Commissioner Dungy and seconded by Commissioner Vallejo, the Commission unanimously approved the recommendation to forward the Proclamation to the Board of Supervisors for approval.

6.3 California Parks and Recreation Society Annual Conference

Commissioner West stated it was very beneficial to attend this conference. Flyers were included in the packets mailed to each Commissioner. Terry said the cost was \$329 per person if paid by September 12. The dates of the conference are March 3-6, 2009 in Santa Clara, but there is no schedule of training sessions and events available yet.

Commissioner West asked about transportation. Janelle Cox said there was money for the conference available, but not for overnight accommodations. She asked that anyone wanting to attend let her know by the next meeting on August 19. Commissioner Guzman asked staff to send the schedule to Commissioners when it was available.

7. Parks and Recreation Master Plan (PRMP)

Janelle Cox introduced Enedina Ruiz, the Intern working for the Public Works Department. Enedina presented an inventory of recreational facilities and programs in the County. She summarized the programs with the highest and lowest number of participants, and found the County is lacking in aquatic, theater, and art programs.

Janelle stated that the inventories are a work in progress and will continue to be updated, and sent to Commissioners when completed.

Lee Steinmetz and Elka Ikeda, of Bellinger Foster Steinmetz (BFS), were present and handed out the "Draft Goals and Purpose" for the Master Plan. Lee reviewed the *Purpose*, read the *Vision Statement*, and reviewed the *Goals* with the Commissioners. There were comments and suggestions made by the Commissioners that will be taken into consideration and integrated into the document. Lee suggested e-mailing Janelle with more specific suggestions and comments that could be incorporated into the *Goals*.

The next step in the process is to analyze the data in the facility and recreation program matrices and prepare a summary of existing conditions. This will be presented to the Commission at the August 19 meeting. The consultants are also starting on the mapping of

facilities in the County. The Council of Governments (COG) is doing a Bikeways Master Plan, and the Parks and Recreation Master Plan consultants will coordinate with COG's consultant so that both Plans are compatible.

Commissioner Lausten asked where Hernandez Dam fell into this plan, because it is locked up and not available for public use. Lee said he would look into this; Veteran's Park Commissioner Garza suggested talking to the San Benito County Water District about the dam, and the Bureau of Reclamation also.

Lee stated that the telephone survey consultant will attend the August meeting to solicit draft questions. Commissioners handed in any written public opinion surveys collected to staff. Janelle asked them to think about who they would like to interface with, and to look to program providers for this. Commissioner Guzman expressed a desire to interface with the League of United Latin American Citizens (LULAC).

8. Adjournment:

Upon motion duly made by Commissioner Pagaran and seconded by Commissioner Lausten and unanimously approved, the meeting was adjourned at 6:58 p.m.

The next meeting will be held on August 19, 2008.