



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 Vet'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 September 16, 2008

1. Call To Order at 5:30 p.m. by Chairman Don Kelley

1.1 Pledge of Allegiance: The Pledge of Allegiance was led by Commissioner Pierce.

1.2 Roll Call:

Commissioners Present: Don Kelley, Ray Pierce, Jim West, Janie Lausten, Fred Pagaran, Daniel Dungy, and Kyle Vallejo (arrived at 7:05 p.m.).

Commissioners Absent: Estevan Guzman and Talia Gonzalez.

Also Present: Supervisor Elect Margie Barrios.

Staff Present: Janelle Cox, Acting Public Works Administrator; Terry Hill, Interim Staff Analyst; Ken Nattell, Facilities and Grounds Manager; Enedina Ruiz, Intern; Kathy McShane and Renee Flores, Office Assistant III.

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

2. Public Comment

None

3. Staff Announcements

3.1 Status of the Parks & Recreation Website

Terry Hill said the website had gone live today. He demonstrated on the overhead projector how to access the link to the Parks & Recreation Commission through the County home page. The website has minutes, agendas, meeting dates, parks in San Benito County, and a commissioner email address. The Commissioners said it looked great and thanked Talia and Terry for their hard work.

3.2 Annual Conference Update

Terry said five participants (Don Kelley, Jim West, Daniel Dungy, Ray Pierce and Janelle Cox) were registered. Terry said a registration can be transferred to another

participant before the conference begins, but once it starts, there can be no substitutions. For future conferences, we may pay for an extra person so if someone can go at the last minute, they can do so. Chairman Kelley said people could still sign up to go until the conference begins, but registration fee will increase.

4. Commission Announcement, Introductions, and Presentations

Don Kelley congratulated and wished Janelle Cox luck on her appointment to the position of Acting Public Works Administrator after the termination of the Public Works Director, Jerry Lo. Janelle stated she would continue to support the Commission, but there might be some changes to the support of the Master Plan development. Janelle said she is doing an analysis of the Public Works department structure and at some point in the future, the position would be posted.

5. Consent Agenda

5.1 Approval of Minutes of August 19, 2008 meeting.

Upon motion duly made by Commissioner Pagaran and seconded by Commissioner Lausten, the minutes of August 19, 2008, were unanimously approved.

6. Discussion Items

6.1 Proposed City/County Projects – Dunne Park Project

Chairman Kelley asked if staff had received an update on the breakdown from the City; Terry said no. He prepared a staff report to document the information, but we are waiting for the additional information requested from the City in order to go forward. This will be brought forward to the next meeting if the information is received by then.

Commissioner Pierce said he would like to see what funds we have available, and the sunset dates on them so we don't lose them. He asked staff to come forward with a plan to utilize the funds for County projects, because the City had its own budget. Janelle suggested the Commissioners draw up a policy for the allocation of grant dollars. Staff can then establish guidelines to help the Commission with this task. Commissioner Pierce directed staff to do so with other Commissioners' in agreement. The policy should state that funds are not restricted only to County projects, and that joint ventures for new construction (such as the River Parkway) would be considered. Commissioner Pierce suggested a priority system: County parks as first priority, unincorporated cities in the County with minimal budgets as second priority, and the City of Hollister as third priority. Janelle said the staff would bring a basic outline back to the next meeting.

Chairman Kelley said we needed to look at ongoing Capital Improvement projects also, such as gates at Vet's Park, and whether to do renovations at the Bertha Briggs building. Terry said a major renovation on Bertha Briggs was \$600,000, but minor maintenance related enhancements would greatly improve the building. Staff will compile the amount brought in by Bertha Briggs each year as well as the estimates to fix it, and bring this back to the next meeting. Veterans Park Commission is also working on these items. The funding for these projects was discussed at length.

Chairman Kelley said after the guidelines were developed the Commission would then reconsider the Dunne Park project.

6.2 Capital Improvement Projects

- Joint Use Agreement Spring Grove School – Athletic fields
- Joint Use Agreement Aromas School District – Restrooms at athletic fields
- Joint Use Agreement San Juan Bautista – Restroom at another park

Janelle stated these three Joint Use Agreements were in process. Drafts have been submitted to all three organizations, with comments received from the Aromas School District only. Copies of each agreement were in the packet so Commissioners could see the terms of the agreements. The agreements assign responsibility of the management of design, construction, and maintenance of the projects to the partner agencies. Commissioner Dungy noted that the maintenance schedule for Spring Grove School was not included. Janelle said she had not received it yet, but would forward it when she did.

Janelle requested Commission to support in concept, the revised scope of the Aromas School Fields Restroom Project, proposing the completion of two restrooms for the approved \$200,000, adding a restroom at Abbe Park in San Juan Bautista. The Commission agreed in concept and directed staff to continue with the agreements.

Once each of the agreements have been approved by the respective agencies, they will be submitted to the Board of Supervisors for approval. Once there is Board approval, the project applications are submitted to the State.

Commissioner Pierce made a motion to approve in concept the expanded scope of the Aromas School Fields Restroom Project, adding an additional restroom at Abbe Park if it can be constructed without increasing the budget, and the Joint Use Agreement for Spring Grove School, and directed staff to proceed. The motion was seconded by Commissioner Dungy, and unanimously approved.

7. Parks and Recreation Master Plan (PRMP)

- 7.1 Minutes from September 3, 2008 Project Team Meeting.
These were included in the packet for the Commissioners' information and review.
- 7.2 Review of and Recommendations on Draft Policy Direction
Draft Policy Direction reviewed.
- 7.3 Review and Recommendation on Mapped Existing Conditions
Mapped Existing Conditions presented.
- 7.4 Review of and Recommendations on Draft Proposed Park Facilities and Trails Plan
The Commissioners moved to the table for a "round table" discussion led by Lee Steinmetz and Elka Ikeda, of Bellinger Foster Steinmetz (BFS). Elka reviewed the latest map of existing conditions, and many suggestions were made by the Commissioners.

The following items were discussed:

- Granite Rock ownership along San Benito River
- Creating larger but fewer parks
- Quarries along the waterways
- Brigantino property
- Buffer lands at Hollister Hills for bike, pedestrian and equestrian use
- Potential trail loop connecting Hollister Hills and Pinnacles and back up the valley.
- Future development links
- Lone Tree to Dinosaur Point trail
- Clear Creek through BLM lands; asbestos problems
- Santana Ranch and El Rancho San Benito Developments
- Direction to add a Ridgeline trail on the maps to present to the community
- Trails along creeks
- Maintenance of trails
- Minimum sizes for small parks; no “pocket parks” in future
- Eliminate credit of “In lieu” fees for parks in developments
- City and County working together on park districts
- El Rancho San Benito

Lee asked for suggestions on what to present at the two public community meetings coming up on October 7 and 18th. The Commissioners gave some direction and suggestions for these meetings.

Lee said he had left the park acres per 1,000 open for now until he could have more discussion with the Planning Department about current development standards. Chair Kelley said he would like to see development projects reviewed by the Commission, with recommendations and input to the Planning Commission.

Supervisor Elect Margie Barrios raised the issue regarding residential developments with recreation components in them. Two major projects in preliminary stages are Santana Ranch and El Rancho San Benito, and she asked what input the Parks & Recreation Commission has provided on the projects, and suggested that the Commission consider providing comments on the projects. Chair Kelley said this would be a great opportunity to establish protocol on Commission involvement in development projects. Commissioner Pierce suggested the Chair write a letter to the Planning Commission, requesting review of the projects and park development plans.

7.5 Update on Telephone Survey

Chairman Kelley and Ray Pierce reviewed the telephone survey and would give their comments to Lee. The survey results might not be back for review before the October meeting, and if not will be reviewed at the November meeting.

7.6 Discussion on Community Meeting Schedule, Promotion, and Format

Options on how to promote the Community meetings were discussed. Some ideas were sending flyers to schools, distributing to all the recreation facilities in town, postings at

various locations around town, stuffing with utility bills, passing them out at the San Benito County Fair booth, and putting an ad or feature article in the newspaper. After some discussion about budget considerations, the Commission decided that mailing them to recreation facilities and distributing them at the fair booth were the best solutions.

The format for the Community Meetings was reviewed. Maps of the proposed trail development will be available. Lee said if it was a large group, he would break them into groups to discuss Master Plan goals and objectives. Voting may be done using sticky dots placed next to each option. The objective is to get specific projects and developments people want to see happen in the County. Commissioners were invited to assist with facilitation of discussions at the necessary.

7.7 Update on Fair Booth

A sign-up sheet for working in the fair booth was distributed. Janelle and Enedina will fill in wherever there is no coverage. Most Commissioners have signed up to work a shift. The booth will be shared with the Counsel of Governments (COG). The design and decoration of the booth was discussed. Enedina will be designing the artwork for the booth.

8. Adjournment:

Upon motion duly made by Commissioner Pierce and seconded by Commissioner Pagaran, and unanimously approved, the meeting was adjourned at 8:10 p.m.

The next regular meeting will be held on October 21, 2008.