



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	Rich Wagoner 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 MAY 19, 2009

1. Call To Order at 5:30 p.m. by Chair 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, Daniel Dungy, and Janie Lausten.

Commissioners Absent: Estevan Guzman, Kyle Vallejo, Richard Wagoner, and Talia Gonzalez.

Staff Present: Janelle Cox, Acting Public Works Administrator, BethAnn Skamser, Temporary Staff Analyst, and Kathy McShane, Secretary I.

1.3 Acknowledge Certificate of Posting

The agenda was posted on May 14, 2009 at 3:00 p.m. at the San Benito County Free Library, San Benito County Courthouse, and San Benito County Administration Building.

2. Public Comment

Steve Bachman, the new District Service Manager at Hollister Hills, introduced himself and said he was glad to meet the Commissioners. He is working on an Interpretive Program at HH, and would be keeping the Commission informed of the progress. The Commissioners welcomed him.

3. Staff Announcements

Janelle Cox introduced BethAnn Skamser, who is temporarily filling in as the Staff Analyst while the County is recruiting for this position.

Janelle announced that the caretaker position for Historical Park is open, if anyone knows of someone who might qualify, please let staff know.

The Council of Governments (COG) would like to present the Bikeway and Pedestrian Master Plan to this Commission, possibly at its June meeting. Janelle will find out for sure when they are ready.

4. Commission Announcements, Introductions, and Presentations – Information Only

Chairman Kelley signed Certificates of Appreciation for Kyle Vallejo and Talia Gonzalez, the Youth Commissioner who served on the Commission for the past year. Because neither is present tonight, he suggested asking them to attend next month to receive their certificates.

5. Consent Items

5.1 Approval of minutes of April 21, 2009.

Upon a motion made by Commissioner West and seconded by Commissioner Pierce, the minutes of April 21, 2009 were unanimously approved.

6. Discussion Items

6.1 Capital Projects Update

Janelle reported that she had re-budgeted all Prop 40 projects for the next fiscal year. She suggested staff initiate project applications with the State, so they are ready to go when the Prop 40 money is released. She has increased the Veterans Memorial Park access improvement budget proposed for FY2009-10 from \$14,000 to \$25,000, because there could be possible encroachment charges from the City of Hollister.

6.2 Parks and Recreation Master Plan – Next steps.

Janelle said the next step in the process is to complete a Universal Application for Planning so they can complete the California Environmental Quality Act (CEQA) review. We are still on target for this going to the Board of Supervisors at the end of July.

6.3 Project Review Subcommittee Report

Chairman Kelley said the Subcommittee has outlined issues with the “in-lieu” fees and stipulations on donation of land. The subcommittee wanted clarification from staff on loop holes. There will be more meetings, and when they are held will be decided soon. Lissette Knight from Planning will summarize problem areas in the development review process. BethAnn will be the staff contact for this subcommittee.

Janelle reminded the Commission that the development review process is a goal in the Draft Parks and Recreation Master Plan, providing for a year to complete.

6.4 Recruitment for Youth Representative for Commission

BethAnn said the two Youth Representatives terms expire of June 1, and there is no written policy for recruiting new representatives. To expedite the process, she suggested the Chairman could appoint an ad hoc committee to review applications once received. The application period would be from May 20 to May 29, 2009. The committee would interview the candidates on June 1 and 2 and select two new representatives before the meeting on June 16. Chairman Kelley asked for volunteers for the sub-committee. Commissioner Pierce and Chairman Kelley will be on the committee, and possibly Commissioner West.

Commissioner Dungy said it was very ambitious to get two appointed before the next meeting. The Commissioners asked that student advisors promote this and that

prospective representatives make a commitment to attending the meetings regularly each month. All three high schools should be included.

Commissioner West suggested waiting until the school year begins in August to recruit representatives. The Parks and Recreation Commission is comprised of nine members, so they were needed now. Commissioner West proposed having a separate youth commission. Chairman Kelley supports a youth commission, and so does CPRS. Commissioner Pierce agreed, but since the Parks and Recreation Commission was set up by ordinance, the ordinance would have to be changed and approved by the Board of Supervisors.

Upon a motion made by Commissioner Pierce and seconded by Commissioner West, the Commission agreed to appoint an ad hoc committee to recruit, interview, and recommend two (2) Youth Commissioners to the Board of Supervisors by June 1, 2009. The motion was approved unanimously.

6.5 Discussion of Parks and Recreation Facility Naming Policy

Janelle said the County has no policy in place; staff would like to help guide and develop a policy and process for this purpose. Included in the packet is the City of Hollister's procedure, as well as one for Stanislaus County. Commissioner Dungy liked the policy from Stanislaus County, as it was more in-depth, as if they had learned from experience what to do. Donor recognition is a good idea, and with the new Regional Park facility coming up this is a good time to write a policy.

Commissioner Dungy would like to be on this ad-hoc committee. Commissioner Pierce agreed that he liked the Stanislaus County policy better, and that the dollar amount for donations should be decided up front. We need a process to review applications that would then go to the Chairman. Commissioner West and Lausten agreed. Janelle said the applications should go to Public Works Department first for administrative management, and then be placed on the agenda for next available Commissioner meeting.

Chairman Kelley appointed Commissioners Dungy and Pierce to be on the ad-hoc committee, as well as a Youth representative when one is appointed; he will set up the meeting date and time. BethAnn will serve as staff support for this committee.

Upon a motion made by Commissioner Pierce and seconded by Commissioner West, the Commission agreed to form an ad-hoc committee to develop a policy and process for facility naming in the future. The motion was approved unanimously.

6.6 Discussion and Recommendation on Regional Park Implementation

Janelle said the Board approved the Draft Master Plan, which includes the Regional Park. A recommendation for the allocation of \$2.5M is included in the FY2009-10 Capital Budget, funded by Park Impact Fees. There are several components that need to be addressed, which are listed on the staff report. The Commission agreed to establish an implementation sub-committee, made up of Commissioners, interested agencies, and community stakeholders. It should include the City of Hollister for discussions about

Westside Boulevard and traffic plans. Property acquisition and Joint Use Agreements were discussed.

Commissioner Pierce suggested recruiting stakeholders from the Master Plan community meetings that were held; Commissioner Dungy agreed. The Commissioners wanted representatives from the State, National Parks, Department of Fish and Game, and Corps of Engineers. As the proposal evolves, other agencies will be brought in; this will be an open and fluid committee.

Commissioner Pierce said the first thing that should be done is writing MOU's for land acquisition from Graniterock and the high school. Chairman Kelley said we need the money allocated before land acquisition can take place. Janelle said the budget will not be completed until August. Commissioner Dungy suggested putting reversion clauses in the MOUs so the land could be acquired before the budget was finalized. Commissioner Lausten asked who would maintain the land once it is acquired; Commissioner Pierce stated that would be designated in the Joint Use Agreements or Specific Plan for the Regional Park.

Jerry Muenzer, a member of the Hollister Downtown Association (HDA), had concerns about erasing Westside Boulevard from the Regional Plan, as it was approved under Measure A. He suggested talking to the City of Hollister about this, and requested that someone address the Hollister Downtown Association and the Economic Restructuring Committee.

Chairman Kelley summarized the next steps, and asked for a motion to go forward.

Commissioner Pierce made a motion that the first priority on the Regional Park Project was to work on the MOU's with property owners willing to donate land; to draft Joint Use Agreements with the San Benito High School District and other affected users; discuss purchasing property from land owners; establish criteria for implementing a sub-committee with stakeholders and agencies; and, to discuss Westside Boulevard with the City of Hollister and COG. The motion was seconded by Commissioner West, and unanimously approved.

6.7 Discussion of retreat and set date for Saturday in June

6.7.1 FY 2009-2010 Action Plan

- Prioritize Action Items from Parks and Recreation Facilities Master Plan
- By-laws and procedures
- Creation of a Youth Commission or sub-committee

Janelle suggested the Commission might want to hold an annual retreat to establish its annual workplan, establish by-laws, and discuss outstanding issues.

Chairman Kelley said he did not have any free Saturdays until mid July. He suggested a retreat in August. Janelle said that would be a good time because the budget should be finalized in August. They discussed whether it should be held on a Saturday on a regular

Commission meeting date. Commissioner Lausten volunteered the use of the old schoolhouse building at Historical Park, and suggested the hours of 9 a.m. to 1:00 p.m., including lunch.

Commissioner Dungy made a motion to hold a Parks and Recreation Commission retreat on either August 15 or 22, 2009, from 9:00 a.m. to 1:00 p.m. to discuss whatever was necessary; the motion was seconded by Commissioner West, and unanimously approved.

Commissioner Dungy left the meeting at 6:50 p.m.

7.1 Adjournment

The meeting was adjourned by consensus at 6:52 p.m.

The next regular meeting will be held on June 16, 2009.