



Parks & Recreation Commission

Meeting Minutes, January 20, 2015

1. Meeting called to order at 7:00pm
2. Roll Call: *Bergman, Burdo, Holtzer, Logwood, Reber*
3. Approval of Minutes: M-Burdo/S-Reber /Ayes = 5; Noes = 0 - Approved
4. Open Time for Public Expression: None
5. Dog Park Steering Committee Applicant Interviews: *Jennie Smith, Jessie Devine*

The commissioners posed a series of questions to which the applicants responded, sharing their reasons for applying, how they may make a difference, what they consider their biggest challenges and what positions they have held in the past that prepare them for this role. Holtzer expressed a desire for committee members to involve themselves with the various dog related issues affecting the other Town parks.
6. Recreation Fund Report:

Fiscal Year 2014/15 - Period ending 10/31/14: Donery reported that, as of December 31st, 2014, 50% of the fiscal year has elapsed and the Rec Fund is listed at 55% of projected revenues and 51% of projected expenditures. He stated that all classifications show an increase and expects another six figure gain for the fiscal year if all continues as planned. Holtzer acknowledged good fiscal management.
7. Action Items:
 - A. Select Commission Officers for 2015:

Holter recommended a two-year term for the Chairperson. Burdo stated that he was in favor of rotating to provide all interested parties an opportunity. Bergman asked who was interested in the position. Holtzer stated that she was interested in another term. Logwood reflected Burdo's desire to make sure that all interested have the opportunity. Logwood nominated Burdo for chair and Holtzer for Vice-chair. The Commission approved this.
 - B. February Meeting Date - change request due to conflict with RVSD's mid-winter break:

Donery stated that traditionally, the feb. meeting falls during the RVSD's Mid-Winter Recess week. After brief discussion it was agreed that the meeting date will be rescheduled to the 23rd, 25th or 26th of February. Donery agreed that he would send out a Doodle poll to everyone for their availability on those days.
 - C. Request to have Park Division representation at the P & R Commission meetings:

Donery reported that he spoke with Debbie Stutsman, Town Manager and Sean Condry, Director of Public Works. Donery stated that he would like to recommend to them that there be a quarterly report given by a representative of the Parks Department. Holtzer suggested that, in an attempt to improve relations between parks and recreation departments, Sean groom a second, to ensure consistent representation. Logwood raised the idea of annual park tours as a way of educating ourselves. Donery committed to getting Condry scheduled to meet within the next month or two and will enlist him to participate in a thorough tour of the Community Facilities Master Plan. Burdo shared that he found Sean's previous report very helpful in the triage process of establishing a hierarchy of issues and stated that a State of the Parks report twice a year would be good although quarterly would be preferable. Holtzer restated the goal of a closer alliance with the Parks staff through their representation at our meetings. Donery agreed to discuss Parks participation on a regular basis and try to establish who the representative will be.
8. Community Facilities Master Plan Update:

Donery supplied the commissioners with a detailed handout produced by Group 4, illustrating the various facility designs based upon the data provided by the community through surveys,

kiosks and meetings and gave a brief description of the material. The commissioners gave their opinions regarding preference of design options.

9. **Commission Projects and Goals:**

A. 2015 Calendar of Events: Donery supplied a list of scheduled events and dates - 1) **Egg Hunts** Friday, April 3rd (Night time flash light hunt for older youth) Saturday, April 4th (traditional egg hunt for younger kids), 2) **Creekside 'Q'** Wed. June 24th, 3) **Picnics on the Plaza** last 6 weeks of Summer, 4) **Country Fair Day** Sunday, Sept. 27th, 5) **Halloween Goblins' Spooktacular** Wed., Oct. 28th, 5) **Holiday Lighting Ceremony** Sat., Dec. 5th, 6) **Breakfast w/Santa** Sat., Dec 12th

B. Creek Park Event Space- Subcommittee Development - Levenson: Levenson absent - no report.

C. Future Projects: It was agreed that the Spring Work Party will be discussed if Condry is at the next meeting.

10. **Staff Update:**

A. Skate Plaza Project: Donery reported that there has been no forward movement with regard to the 'big donor'. He plans to meet with Lisa Graham soon to check in. There is a possibility that we could coordinate with Public Works to get the proposed area resurfaced in conjunction with other projects as a way to reduce cost.

B. Facility Upgrades: The Mt. Tam Room project has been moved in-house with Rob Johnstone from PW acting as the contractor. The planned upgrades will be done in phases to avoid disruption of programming. Upgrades include installing blinds and applying tinting to south facing windows as well as covering acoustic tile with sheet rock by Summer. The new signage is scheduled to be approved by council next Tuesday, the 27th. We are awaiting submission of a couple of changes from the designer. Installation will hopefully be completed by Feb/March. Hoping to get free WiFi service to the gym and the Vista Room soon and are researching the possibility of service to Robson House, as well.

C. Memorial Park Detention Basin: Donery reported that a meeting is being scheduled with the PW Director, Town Manager, Mayor and one or two Council members to discuss the CEQA process.

II. **Commission comments and questions, requests for future agenda items:**

- Spring Work Party if Condry is at the next meeting.
- Creek Park Event Space: Sub-committee development with EDC involvement

The Commission thanked Kathleen Holtzer for her term of service as Commission Chair.

Adjourned: 8:53 pm

SSV