



Parks & Recreation Commission

Meeting Minutes, February 23, 2015

1. Meeting called to order at 7:07pm, noting that the regularly scheduled date was changed to today due to a conflict with Winter Break.
2. Roll Call: *Burdo, Levenson, Logwood, Machado, Reber*
3. Approval of Minutes: M-Logwood/S-Machado /Ayes = 5; Noes = 0 - Approved
4. Open Time for Public Expression: None
5. **Recreation Fund Report:**
Fiscal Year 2014/15 - Period ending 10/31/14: Donery reported that, as of January 31st, 2015, 58% of the fiscal year has elapsed and the Rec Fund is listed at 66% of projected revenues and 55% of projected expenditures. Gross revenue is up, but so are expenditures, due to a salary increase. Projected annual revenue is expected to be around \$100,000 as compared to \$200,000 the past two years. Levenson asked how often we increase program fees to which Donery explained that, in general we set fees slightly lower than competitors though, because our sports programs have the distinction of being the only option in the Town, we have been increasing the fees by \$5 a year. Levenson asked if we have any reserves to which Donery reported that we currently are meeting our goal of a reserve of 15 to 20% in the Rec Fund.
6. **Action Items:**
Appointments to Dog Park Steering Committee: Logwood stated that he thought that both applicants were nice and seemed qualified and would support an appointment. Burdo echoed Logwood's comments and added that he thought they both exemplified the spirit of the park. Motion to approve Jennie Smith and Jessie Devine as committee members:
M - Logwood; S - Reber; Ayes = 5; Noes = 0 Approved
7. **Discussion Items:**
 - A. Public Works Involvement with the Commission:
Condry requested time for a brief report on the state of our parks. He reported that, in the last two months, they have been working on the seven-year capital improvement plan (C.I.P.) which includes work on streets, medians and parks. This process included going to each park (Memorial, Robson, Lansdale, Creek, Sorich and Faude Parks) to assess need which resulted in a list of projects including field drainage, irrigation, playgrounds, tennis courts, ADA access and more. The price tag for addressing every need would be over \$2 million. Couldn't recall the exact numbers for each park but would be happy to send those to look at. Logwood brought up the 501c3 as a possible way of funding some of the needed work.
 - i. Schedule for park-related updates to the Commission:
Donery asked how often the commission would like a Parks report. Two times a year was suggested. Logwood recommended a quarterly written report from Condry that Donery could deliver, unless there was a specific reason for Condry to be present. After some further discussion, Donery recapped with the suggestion of a one page quarterly, or as needed, report that would include accomplishments, upcoming scheduled projects, potential work party opportunities and finally, a wish list of things we'd like to see accomplished but don't have the funding for. Logwood added that it is much easier to raise funds when goals can be presented to potential donors. Donery explained that this simple document could provide a significant connection to the Parks
 - ii. Coordination of an annual Community Work Party in May of each year:
Donery made reference to the great success of the playground work party and suggested creating an opportunity to meet with parks workers to get ideas for other work parties.

Reber asked if there is a report of playground conditions. Condry explained that Howard Hobie, who inspects the playgrounds on a regular basis, creates a monthly conditions report. Reber shared that she has a problem with certain aspects of the existing Millennium Playground and would love to see some changes made to improve line of sight, among other things. Condry stated that fee back from the community would be helpful. Levenson wondered what is being done to reduce liability. Condry said that he uses Howie's reports.

Donery asked Condry to report on the Detention Basin. Condry explained that they are in the middle of an RFQ (Request for Qualifications) for the CEQA (California Environmental Quality Act) process. Design ideas are discussed with community input as well as with the planning commission and council throughout multiple meetings. Logwood asked about cost and grants. Condry reported that \$8 million has been procured through a grant for the CEQA process. Logwood asked what the life line of the grant was to which Condry said that he didn't have an immediate answer and would look into it. Reber asked who puts out the RFQ to which Condry answered that the Town does and is currently 90% completed. Levenson asked about the park basin project, wondering if we know where other basin sites are in the process. Condry responded, explaining that there are many pieces to the flood mitigation effort including looking at how to alleviate the flow of the creek that runs through Creek Park. Reber asked if public use is being considered in flood control design. Condry stated that it would be low impact development and mentioned that Gerhard Epke has looked into creating something of a flood plain.

Donery finished by suggesting that Condry prepare a one-page quarterly report, as needed, including a wish list of ways in which the commission might assist with parks projects.

8. **Community Facilities Master Plan Update:**

Donery reported on the results of the meetings that took place since the last P & R Commission meeting, leading off with the Robson Harrington site, stating that plans were scaled way back, leaving additional parking, an ADA bathroom and a play structure in the lower picnic area.

Levenson suggested a large wooded climbing structure - something organic rather than plastic. Donery stated that the master plan is the first step on a long road to the realization of the plan, the next being fundraising. The consultation of professional fund raisers will be sought to devise a strategy for raising the \$20 million dollars needed. Levenson asked if the building could happen in phases to which Donery stated that it would probably happen that way because of the housing component. Machado asked about the snack shack to which Donery offered that a new one will need to be procured and it will probably be prefab.

9. **Commission Projects and Goals:**

a. Creek Park Event Space: Subcommittee development - Levenson: Levenson reported that he is forming a subcommittee and may partner with other communities, perhaps generating some revenue. Reber offered to join the subcommittee. There was discussion about recruiting members from other commissions/committees. Donery stated that the first step would be to identify and form a specific idea using a one-page format. He offered to meet with them to assist in that process, also suggesting that they make themselves familiar with the Brown Act as it pertains to restrictions of subcommittees.

b. 5013c Update - Burdo: Burdo listed remaining steps to complete the process, including setting up a bank account, completing 1024 paperwork and identifying other members at the Officers meeting. Reber requested an explanation of a 501c3 to which Burdo stated that it is an unrestricted fund to further projects for which there are no existing funds.

c. Future Projects: none at this time

10. **Staff Update:**

a. Skate Plaza Project: Donery reported that there has been no forward movement with regard to the 'big donor'. He met with Lisa Graham and explained to her that the ramp was deteriorating and would have to be removed unless it was repaired. Lisa said that if we could supply the wood she would take care of it.

B. Facility Upgrades: Signage production is underway and expects installation to be complete within the next couple of months. The Mt Tam room is slowly transforming. Some old boiler structures have been removed as well as all of the old furniture. A recent development has required asbestos abatement adding to the cost.

C. Memorial Park Detention Basin: Addressed by Condry

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

- Creek Park Event Space: Sub-committee development with update
- 50lc3 update
- Ask Condry for first update to inform regarding Spring Work Project

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

Adjourned: 8:27 pm

SSV