

MONTEREY COUNTY PARKS COMMISSION

Board Chambers
168 W. Alisal Street, Salinas, CA, 93901
November 2, 2017
3:00 PM - 5:00 PM

DRAFT **MINUTES**

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Joe Hertlein at 3:00 p.m. There was a quorum.

<u>Commissioners</u> <u>Present</u>	<u>Commissioners</u> <u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Joe Hertlein, Chair Joanna Devers Ruben Zurita Jordan Caballero	Brian Contreras	Carl Holm Shawne Ellerbee Cam Sanchez Sarah Trueblood Susan Rosales-Nava	None

PUBLIC COMMENT

Beth Winters
Philista Short

COMMISSIONER COMMENTS, REQUESTS OR REFERRALS

Commissioner Jordan Caballero inquired of rising cost and process for renting Toro Park for North Monterey County High School cross country as he is a running coach.

Chair Joe Hertlein inquired whether information is available to the commission and the public of the Parks Committee meeting held on October 23, 2017.

Chair Joe Hertlein inquired of the three-year forecast and the current estimate for future meeting.

APPROVAL OF MINUTES

1. Approve the Parks Commission Minutes of August 3, 2017.

Motion: Commissioner Joanna Devers made a motion to approve the minutes for August 3, 2017, Commissioner Jordan Caballero seconded the motion and it was approved with the following vote.

AYES: Joanna Devers, Jordan Caballero, Ruben Zurita and Joe Hertlein

NOES: None

ABSENT: Brian Contreras

SCHEDULED ITEMS

2. Public workshop to consider amendments to Chapter 14.12 of the Monterey Code.

RMA Deputy Director of Administrative Services, Shawne Ellerbee gave a verbal update to the Commission of Chapter 14.12 of the Monterey Code. Following discussion between Commission and staff, there was general consensus to model an ordinance after the San Luis Obispo example. Staff will schedule a workshop after an ordinance is drafted.

PUBLIC COMMENT

No Public Comment

3. Public workshop to consider updates to the Monterey County Parks Volunteer Program.

RMA Management Specialist, Cam Sanchez gave a verbal update to the Commission on the status of the Monterey County Parks Volunteer Program.

RMA Management Specialist, informed the Commission he would bring back hours of volunteer time and how that may equate to savings of staff time for the next Parks Commission meeting on December 7, 2017. He also informed the Commission he would have them view the revision to the Volunteer Application and to the Handbook/Policy.

RMA Director, Carl Holm informed the Commission the difference between an agreement of use of the parks and Volunteer Programs. He informed the Commission of some of the updates made to agreements such as a pre-and post-walk through and ensuring liabilities which was not happening before. He also informed the Commission of a couple of issues such as sanitary costs incurred during events with agreements and estimating the amount of people who come to the sporting events as spectators and how this affects fees.

PUBLIC COMMENT

No Public Comment

4. Receive the biannual financial reports for Parks General Fund and Parks Lake and Resort Fund for the period beginning January 1, 2017 and ending June 30, 2017.

RMA Deputy Director of Administrative Services, Shawne Ellerbee gave a verbal update to the Commission the biannual financial reports for Parks General Fund which includes Laguna Seca, the Rifle Range, Jacks Peak, Royal Oaks, Manzanita, Toro Parks and San Lorenzo. Ms. Ellerbee informed the Commission as of July 1, 2017, Laguna Seca is no longer under the RMA's responsibilities but CAO's responsibilities.

RMA Director Carl Holm informed the Commission it was a lack of communication with Cal Parks of the closure of the San Antonio Lakes as the decision was not finalized by RMA.

PUBLIC COMMENT

No Public Comment

DEPARTMENT UPDATE

5. Verbal Introduction of Administrative Operations Managers.

RMA Management Specialist, Cam Sanchez introduced RMA Administrative Operations Manager, Sarah Trueblood. She will be managing Park operations countywide, including Building and Grounds and Utility Services.

PUBLIC COMMENT

No Public Comment

6. Verbal Update on Cal Parks Agreement.

RMA Deputy Director of Administrative Services, Shawne Ellerbee gave a verbal

update to the Commission of Cal Parks Agreement.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed the Commission she would bring the draft of Cal Parks Agreement to the commissioners on the next Parks Commission meeting on December 7, 2017.

PUBLIC COMMENT

No Public Comment

7. Verbal Update on Parks Committee 10/23/17 Agenda

RMA Director Carl Holm, gave a verbal update to the Commission of the Parks Committee 10/23/17 Agenda: Cross country events, Pre-and-post walk through and fees for sanitation waste during special events.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed the Commission of the proposal to use the vacant Historic and Cultural Affairs position to reallocate that position to Management Analyst II position. The Management Analyst II position would help with the building and planning perspectives, volunteer program, manage the volunteer program, special events and partner with the community on how to promote the parks.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed the Commission of the proposal to use the vacant Architecture Management position to reallocate that position to a Project Manager II position. The Project Manager II position would help with capital projects across the county focused primarily to address park projects.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed the Commission of the proposal to use two vacant Ranger positions to reallocate that positions but Human Resources has proposed an Organizational Review of those positions globally.

RMA Deputy Director of Administrative Services, Shawne Ellerbee informed the Commission of the process it takes to hire employees through vacant positions and what needs to be presented to the board.

PUBLIC COMMENT

No Public Comment

VI. ADJOURNMENT

Chair Joe Hertlein adjourned the meeting at 4:55 p.m.

Prepared by: Susan Rosales-Nava, Secretary