

Attachment A

MONTEREY COUNTY PARKS COMMISSION
2023 ANNUAL REPORT TO THE BOARD OF SUPERVISORS

I. MONTEREY COUNTY PARKS COMMISSION CREATION AND DUTIES

Resolution No. 66-185, adopted by the Monterey County Board of Supervisors on April 26, 1966, created the Monterey County Parks Commission, and set the rules and regulations for the operation of the Commission. Subsequent resolutions were adopted which modified aspects of the operation of the Commission [Resolution 66-185 April 26, 1966; Resolution 80-430 July 29, 1980; Resolution 90-497 August 28, 1990; Resolution No. 18-149 April 24, 2018; Resolution 21-160 June 8, 2021] (Exhibit 1).

The Commission Bylaws established the duties for the Monterey County Parks Commission as follows:

The Commission shall:

- a. Act in an advisory capacity to the Board of Supervisors in promoting, aiding, encouraging, and conducting a public parks program, including the development of recreational parks facilities and participation in the County Parks Volunteer Program.
- b. Act in an advisory capacity to the Board of Supervisors and to the designated Department Director in planning, maintenance, development, and operation of all recreation areas and facilities owned, controlled, or leased by the County of Monterey.
- c. Formulate and recommend to the Board of Supervisors general policies related to the purpose of the Commission.
- d. Advise the Board of Supervisors and designated Department Director on the preservation of the cultural and natural resources of the County and how best to promote and foster an awareness of this heritage.
- e. Review annually and make recommendations to the Board of Supervisors regarding the Parks annual budget, suggesting ways to increase revenues and minimize expenditures.
- f. Recommend long-term capital outlay(s) to both maintain current facilities and to provide for an orderly, planned development of new facilities.
- g. Study and make recommendations on the acquisition and development or preservation of park areas and facilities, such as new or expanded County regional parks, concessions, and other recreation centers or revenue-generating venues.
- h. Interpret the junction and operation of park services adequate financial support from public and private sources.
- i. Consider ways to facilitate the operation of a County regional park system in conjunction with other public private agencies and to collaborate on establishing joint region-wide funding mechanisms.

II. 2023 MONTEREY COUNTY PARKS COMMISSION MEMBERSHIP ROSTER

Representing

Supervisorial District 1 Commissioner Sergio Sanchez

Supervisory District 2 Commissioner Eric Rozance (term ended 10/19/23)
Supervisory District 2 Supervisor Glen Church
Supervisory District 3 Commissioner Paula Getzelman
Supervisory District 4 Commissioner Kelly Stracke – Chair (appointed 7/12/22)
Supervisory District 5 Commissioner Claudia P. Tibbs (term ended 11/16/23)

III. **2023 MONTEREY COUNTY PARKS COMMISSION ACTIVITY**

This report highlights some of County parks projects and Monterey County Parks Commission support during the 2023 calendar year.

In 2023, the Parks Commission conducted 8 meetings (see Exhibit 2): five (5) regular bimonthly meetings and three (3) special to make AB 3 61 Findings to continue to meet remotely due to the continuing COVID-19 restrictions. Every meeting was recorded, and minutes were transcribed for the review and approval of the Parks Commission. At every regular Parks Commission meeting, an opportunity was provided to receive general public comments. The public was also invited to comment on each scheduled agenda item.

On June 27, 2023, Board of Supervisors approved Resolution that declares July as Parks month for the County of Monterey. Chief of Parks accepted the Parks Month Resolution on behalf of the Parks department.

As prescribed by the Commission Bylaws, the first meeting of the year began with the appointment of a new Parks Commission Chair and Vice-Chair. The Bylaw-prescribed officer rotation of District 4 Commissioner to serve as Chair and District 5 Commissioner to serve as Vice-Chair was approved by the Parks Commission. Chair Stracke and Vice-Chair Tibbs assumed their officer roles immediately. Commissioner Eric Rozance term representing Supervisory District 2 ended on October 19, 2023, and Commissioner Claudia P. Tibbs term representing Supervisory District 5 ended on November 16, 2023.

IV. **PARKS PROJECT HIGHLIGHTS/UPDATES**

Throughout the year, the Commission received status reports on ongoing projects.

Per Capita Grant Program

County Parks developed 4 Per Capita Project applications totaling \$789,288:

- a. **Toro Park:** New roof and chimney and structural redesign for Buckeye BBQ area structure was completed in August 2023.
- b. **Jacks Peak Park:** West end bathroom roof replacement was completed in August 2023.
- c. **Lake San Antonio-South Shore:** Repair electrical pedestals at campsites; remove ten (10) mobile housing units and convert pads into premium recreational vehicle (RV) campsites. Projects are ongoing.

- d. **Lake Nacimiento:** Remove three (3) dilapidated modular units behind pool and replace with new modular unit that will house the public laundry facility; replace 40x20 bathroom roof. Projects are ongoing.

DBW Grant Program

Department of Boating and Waterways Grant Application for purchase of replacement patrol vessel for South County lakes - \$143,135.10. The new vessel will enhance staff and public safety and replace a vessel that had been in service for 20 years with a more environmentally friendly unit.

The County was not awarded a grant due to the current vessel inventory.

Laguna Seca Start-Finish Bridge and Track Paving Project

On May 10, 2022, the Board of Supervisors approved plans and special provisions for the WeatherTech Raceway at Laguna Seca Start-Finish Bridge and Racetrack Resurfacing Project. Construction was completed June 28, 2023, with an estimated contract completion date of January 31, 2024. This project was aimed at addressing existing safety issues by installing a new pedestrian footbridge (bridge) to replace an existing aging bridge in poor condition. In addition, the track was resurfaced to repair the tracks surface and curbs infrastructure that directly impacts the safety of the event participants.

County Recommended Budget

Park Commission received periodic reports on the County Recommended Budget and other financial and operational reports in 2023 including:

- a. Laguna Seca WeatherTech Raceway
- b. Lake Nacimiento Operations

Informational Reports

Parks Commission received informational reports on the following Parks matters:

- a. Lake Nacimiento and Lake San Antonio Water Levels and Operations
- b. Fiscal Year 2022-23 Winter Storm Damage and Repairs in Monterey County Parks
- c. Laguna Seca Recreation Area Public Rifle and Pistol Range
- d. E-bike Ad Hoc
- e. Pajaro/Sunny Mesa Community Services District – Pajaro Park
- f. Volunteer Program
- g. Laguna Seca Bridge and Track Project
- h. 2022 Equal Opportunity Report
- i. Toro Park Quail Meadows Dog Park
- j. Algae Bloom
- k. Lakes Revenue and Operations
- l. Laguna Seca Raceway Concessionaire Agreement
- m. MORCA Take a Kid Mountain Biking Day
- n. Guest Services for Former Fort Ord County-owned properties
- o. Bilingual Fee Waiver Forms
- p. Public Outreach/Engagement Strategies

q. Manzanita Park Fuel Reduction project

Additional Matters Reviewed by the Parks Commission:

Ordinance review on e-Bikes

The Parks Commission formed an e-bike ad hoc committee to research the potential to modify the MCC 14.12 Park ordinance to allow e-bikes on trails within Monterey County Parks. An ordinance modification is currently being drafted and will be presented to the Parks Commission and Board of Supervisors in Spring 2024.

V. **CONCLUSION**

The Parks Commission would like to thank the Monterey County Board of Supervisors for its support in providing greater public access to our County day-use parks for ensuring funding for the maintenance and development of County parks and outdoor spaces. The Commission has served the Board of Supervisors for 57 years and looks forward to continued collaboration with staff on County Parks projects and other matters and advising the Board on the effective management of our County's regional park system in order to sustain its valuable resources, while providing wonderful outdoor recreational opportunities for residents and visitors to the area.

VI. **EXHIBITS**

Exhibit 1- Resolution 66-185 April 26, 1966; Resolution 80-430 July 29, 1980;
Resolution 90-497 August 28, 1990; Resolution No. 18-149 April 24, 2018; Resolution
21-160 June 8, 2021
Exhibit 2 – 2024 Parks Commission Calendar

Exhibit 1

BEFORE THE BOARD OF SUPERVISORS OF THE
COUNTY OF MONTEREY, STATE OF CALIFORNIA

RESOLUTION NO. 66-185

Establishing and Creating the
Monterey County Parks Commission

BE IT RESOLVED THAT:

1. ESTABLISHMENT OF A COMMISSION

There is hereby created and established a commission consisting of five (5) members, to be known as the Monterey County Parks Commission.

2. APPOINTMENT OF MEMBERS

The members of said Commission shall be representative of the five supervisorial districts with each Supervisor nominating one member for appointment by the Board of Supervisors.

3. COMPENSATION

The members of said Commission shall serve without compensation. Members may be reimbursed for their actual expenses, including travel, lodging and meal expenses incurred while on official business of the Commission, which expense shall have prior approval by the Board of Supervisors.

4. TERMS

The terms of the members first appointed shall be determined by lot at the first meeting of the Commission with one member serving two years; two members serving three years; and two members serving four years. Terms of office thereafter shall be for four years. All vacancies shall be filled for the unexpired terms of the member whose office is vacant in the same manner as such member received the original appointment.

5. ORGANIZATION OF COMMISSION

Immediately after appointment and qualification, or until their successors qualify, the Commission shall organize by electing

at Monterey, Cal.
Co. Government

a chairman, vice-chairman and secretary who shall serve for one (1) year.

6. MEETINGS

Regular meetings shall be held at least once a month at a regular date and time to be fixed by the members, and special meetings may be held upon the call of the chairman or any three (3) members of the Commission.

Written notice of special meetings shall be given to each member of the Commission at least 24 hours prior to any meeting. Said notice may be delivered personally or by United States mail.

7. QUORUM

Three (3) members shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time.

8. LAPSE OF MEMBERSHIP

After a member of the Commission fails to attend three (3) consecutive meetings, unless excused by the vote of said Commission, his membership shall automatically terminate, and his successor shall be appointed in the same manner as his predecessor. A member of the Commission may be removed from office by a majority vote of the Board of Supervisors.

9. POWERS AND DUTIES

The Commission shall have the following powers and duties:

- (a) Act in an advisory capacity to the Board of Supervisors in promoting, aiding, encouraging and conducting a public parks program, including the development of recreation and park facilities.
- (b) Act in an advisory capacity to the Board of Supervisors and to the Director of Parks in the planning, maintenance, development and operation of all recreation areas and facilities owned, controlled, or leased by the County of Monterey.

(c) Formulate, and recommend to the Board, general policies related to the purposes of the Commission; and adopt by-laws, rules, and regulations, subject to the approval of the Board; as the Commission may require to facilitate the operation of a regional parks system.

(d) At the request of the Board of Supervisors, cause a budget to be prepared by the Director of Parks and submitted to the Board annually providing for the costs of maintenance and operation of the facilities and programs for the ensuing year. The budget shall contain estimates and recommendations for such long term capital outlay projects as may be necessary to provide for an orderly development of county-wide areas and facilities.

(e) Study and make recommendations on the acquisition and development of park areas and facilities, such as regional parks, beaches, reservoirs, concessions and other centers of recreation.

(f) Interpret the function and operation of park services to public officials and to the general public to the end that the services receive adequate financial support from public and private sources.

(g) The foregoing powers and duties shall not encompass any park or recreation activity carried on by the Monterey County Flood Control and Water Conservation District or any other special district, or any County Service Area for which the Board has appointed an advisory committee or commission.

10. ASSISTANCE FROM COUNTY OFFICERS.

The Commission shall have the power to call upon the Monterey County Director of Parks and other county officers and departments for advice and assistance in the performance of the duties of the Commission.

11. MINUTES.

Minutes shall be taken and preserved of all meetings of the Commission.

12. RECOMMENDATIONS

All recommendations of the Commission shall be adopted only upon the concurrence of at least three (3) members of the Commission and shall be in writing, attested to by the chairman or the secretary of the Commission.

On motion of Supervisor Anderson, seconded by Supervisor Hudson, the foregoing resolution is adopted this 26th day of April, 1966, by the following vote:

AYES: Supervisors Church, Atteridge, Anderson, Hudson.

NOES: None.

ABSENT: None.

Res.

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

RESOLUTION NO. 80-430

Creating the Monterey)
County Parks Commission)

SECTION 1. CREATION OF COMMISSION

Be it resolved that:

There is hereby created the Monterey County Parks Commission.

SECTION 2. MEMBERSHIP

The Commission shall be appointed by the Monterey County Board of Supervisors and shall consist of five (5) residents of Monterey County as follows: one (1) member appointed from each supervisorial district.

SECTION 3. VACANCIES

Any vacancy shall be filled in the same manner as the original appointment.

A vacancy shall exist, and shall be reported to the Clerk of the Board of Supervisors, when: a) a member fails to attend three consecutive meetings of the Commission without good cause; b) a formal letter of resignation is submitted to the Commission's chairperson and/or appointing Supervisor; c) a Commission member no longer resides in Monterey County or otherwise does not meet the qualifications for the appointment.

SECTION 4. TERM OF OFFICE

Each member of the Commission shall hold office for a term of three (3) years from and after April 26 of the year in which she or he is appointed, with staggered terms so that a majority of three will be appointed one year, and two the following year.

SECTION 5. MEETINGS

The Commission shall hold regular meetings, open and public, within Monterey County, at a regularly established time and place, as selected by a majority of the Commission's members.

Special public meetings may be held at such times and places as the Commission's Chairman and the Board of Supervisors shall direct.

SECTION 6. MINUTES

Official minutes, indicating attendance and recording actions taken at each meeting of the Commission, shall be maintained and submitted to each member of the Commission and to each member of the Board of Supervisors, through its Clerk, prior to subsequent meetings.

SECTION 7. DUTIES OF THE COMMISSION

The Commission shall:

- a) Act in an advisory capacity to the Board of Supervisors in promoting, aiding, encouraging, and conducting a public parks program, including the development of recreation and park facilities.
- b) Act in an advisory capacity to the Board of Supervisors and to the Director of Parks in planning, maintenance, development, and operation of all recreation areas and facilities owned, controlled, or leased by the County of Monterey.

SECTION 8. QUORUM

A quorum shall be a majority of the total current appointed membership of the Commission. Commission action may be taken by a majority of those present and voting, and by no less than a majority of a quorum.

SECTION 9. OFFICERS

The Commission shall elect a Chairman and a Vice Chairman, who shall be elected during the Commission's first meeting of the year. Officers shall serve for one year and may run for re-election.

SECTION 10. COUNTY STAFF SUPPORT

The Board of Supervisors shall provide that the Commission be assisted by the Monterey County Parks Department. The Director of that department may designate a member of his or her staff to be his or her representative to the Commission.

SECTION 11. NOTICE OF SUBCOMMITTEES

A subcommittee shall mean any subsidiary study group appointed by the Commission to give assistance for longer than six months. Subcommittee members need not be Commission members, except that the Commission Chairman shall designate a Commission member to serve on said subcommittee.

SECTION 12. EXPENSES

Each member of the Commission shall be entitled to reimbursement from and to the extent of the budget for the Commission for reasonable and necessary expense for traveling to and from Commission meetings, and reasonable and necessary expense incurred in the conduct of official County business. Standard rates allowed County personnel shall be paid for reimbursement.

SECTION 13. ANNUAL REPORT

The Commission shall submit a concise annual report to the Clerk of the Board of Supervisors by July 30 of each year. The report shall contain a summary of the Commission's activities and projects for the preceding year, and shall contain a list of individual Commission members and the Commission's responsibilities.

PASSED AND ADOPTED this 29th day of July, 1980,
by the following vote, to-wit:

AYES: Supervisors Blohm, Shipnuck, Petrovic, Moore and Farr.
NOES: None.
ABSENT: None.

I, ERNEST A. MAGGINI, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof at page --- of Minute Book 43, on July 29, 1980.

Dated: July 29, 1980.

ERNEST A. MAGGINI, County Clerk and ex-officio
Clerk of the Board of Supervisors, County of Monterey,
State of California.

By _____
Deputy.

Before the Board of Supervisors in and for the County of Monterey, State of California

Resolution No.: 18-149

Resolution of the Monterey County Board of Supervisors to provide and clarify the Monterey County Parks Commission's originating history, rules and regulations; rescind the rules and regulations established in Resolution No. 66-185 and Resolution 80-430; and add one member of the Board of Supervisors to the Monterey County Parks Commission membership.....)

WHEREAS, on April 26, 1966, the Board of Supervisors adopted Resolution 66-185 to establish a Parks Commission and set the rules and regulations for the operation of said Commission;

WHEREAS, on July 29, 1980, the Board of Supervisors adopted Resolution 80-430 which reestablished the rules and regulations for the Parks Commission;

WHEREAS, on August 28, 1990, the Board of Supervisors adopted Resolution 90-497 amending Section 4 of Resolution 80-430 to set the term of office for Parks Commission members at four years;

WHEREAS, the Board of Supervisors wishes to clarify the originating rules and regulations for the Parks Commission; and

WHEREAS, the Board of Supervisors wishes to appoint one member of the Board of Supervisors to the Parks Commission membership.

NOW, THEREFORE, BE IT RESOLVED, the rules and regulations for the Monterey County Parks Commission are as follows:

SECTION 1. CREATION OF COMMISSION.

On April 26, 1966, the Board of Supervisors adopted Resolution 66-185 to establish a Parks Commission and set the rules and regulations for the operation of said Commission through Resolution No. 66-185. The rules and regulations established in Resolution No. 66-185 are hereby rescinded.

On July 29, 1980, the Board of Supervisors adopted Resolution 80-430 which reestablished the rules and regulations for the Parks Commission. The rules and regulations established in Resolution No. 80-430 are hereby rescinded.

The current and operative rules and regulations for the Parks Commission are contained in this Resolution.

SECTION 2. MEMBERSHIP.

The Commission shall be appointed by the Monterey County Board of Supervisors and shall consist of:

- a) Five residents of Monterey County, with one member appointed from each supervisorial district; and
- b) One member of the Board of Supervisors.

SECTION 3. VACANCIES.

Any vacancy shall be filled in the same manner as the original appointment.

A vacancy shall exist, and shall be reported in the Clerk of the Board of Supervisors, when:

- a) A member fails to attend three consecutive meetings of the Commission without good cause;
- b) A formal letter of resignation is submitted to the Commission's chairperson and/or appointing Supervisor; or
- c) A Commission member no longer resides in Monterey County, or otherwise does not meet the qualifications for the appointment.

SECTION 4. TERM OF OFFICE.

Each member of the Commission shall hold office for a term of four years from and after April 26th of the year in which she or he is appointed, with staggered terms so that two will be appointed one year, and two the following year.

SECTION 5. MEETINGS.

The Commission shall hold regular meetings, open and public within Monterey County, at a regularly established time and place, as selected by a majority of the Commission's members on an annual basis.

Special public meetings may be held at such times and places as the Commission's Chairman and the Board of Supervisors shall direct.

SECTION 6. MINUTES.

Official minutes, indicating attendance and recording actions taken at each meeting of the Commission, shall be maintained and submitted to each member of the Commission and to each member of the Board of Supervisors, through its Clerk, prior to subsequent meetings.

SECTION 7. DUTIES OF THE COMMISSION.

The Commission shall:

- a) Act in an advisory capacity to the Board of Supervisors in promoting, aiding, encouraging, and conducting a public parks program, including the development of recreation and parks facilities; and
- b) Act in an advisory capacity to the Board of Supervisors and to the Director of Parks in planning, maintenance, development, and operation of all recreation areas and facilities owned, controlled, or leased by the County of Monterey.

SECTION 8. QUORUM.

A quorum shall be a majority of the total current appointed membership of the Commission. Commission action may be taken by a majority of those present and voting, and by no less than a majority of a quorum.

SECTION 9. OFFICERS.

The Commission shall elect a Chairman and a Vice Chairman, who shall be elected during the Commission's first meeting of the year. Officers shall serve for one year and may run for re-election.

SECTION 10. COUNTY STAFF SUPPORT.

The Board of Supervisors shall provide that the Commission be assisted by the Monterey County Parks Department. The Director of that department may designate a member of his or her staff to be his or her representative to the Commission.

SECTION 11. NOTICE OF SUBCOMMITTEES.

A subcommittee shall mean any subsidiary study group appointed by the Commission to give assistance for longer than six months. Subcommittee members need not be Commission members, except that the Commission Chairman shall designate a Commission member to serve on said subcommittee.

SECTION 12. EXPENSES.

Each member of the Commission shall be entitled to reimbursement from and to the extent of the budget for the Commission for reasonable and necessary expense for traveling to and from Commission meetings, and reasonable and necessary expense incurred in the conduct of official County business. Standard rates allowed County personnel shall be paid for reimbursement.

SECTION 13. ANNUAL REPORT.

The Commission shall submit a concise annual report to the Clerk of the Board of Supervisors by July 30th of each year. The report shall contain a summary of the Commission's activities and projects for the preceding year, and shall contain a list of individual Commission members and the Commission's responsibilities.

PASSED AND ADOPTED upon motion of Supervisor Salinas, seconded by Supervisor Adams and carried this 24th day of April 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Salinas, Parker and Adams

NOES: None

ABSENT: None

I, Nicholas E. Chinlos, Acting Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting on April 24, 2018.

Dated: June 7, 2018
File Number: RES 18-048

Nicholas E. Chinlos, Acting Clerk of the Board of Supervisors
County of Monterey, State of California

By  Deputy



Monterey County Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Upon motion of Supervisor Salinas, seconded by Supervisor Adams and carried by those members present, the Board of Supervisors hereby:

- a. Dissolved the Board of Supervisors Parks Committee;
- b. Established a Board of Supervisors ad hoc committee to work with the Resource Management Agency (RMA) on the transition of the Parks Department into the RMA;
- c. Appointed Supervisor Adams and Supervisor Salinas to this ad hoc committee;
- d. Adopted Resolution 18-149 to provide and clarify the Monterey County Parks Commission's originating history, rules and regulations; rescind the rules and regulations established in Resolution No. 66-185 and Resolution 80-430; and add one member of the Board of Supervisors to the Monterey County Parks Commission membership; and
- e. Appointed Supervisor Adams to the Parks Commission. (Board Referral 2018.08)

PASSED AND ADOPTED on this 24th day of April 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips, Parker and Adams
NOES: None
ABSENT: None

I, Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting April 24, 2018.

Dated: June 7, 2018
File ID: RES 18-048

Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors
County of Monterey, State of California

By

Deputy

*Before the Board of Supervisors
County of Monterey, State of California*

Resolution No.: 21-160

Adopt a Resolution to:)
Adopt revised Rules and Regulations of the)
Monterey County Parks Commission, hereafter)
known as the Monterey County Parks)
Commission Bylaws.)

WHEREAS, on April 26, 1966, the Board of Supervisors adopted Resolution No. 66-185 to establish a Parks Commission and set the rules and regulations for the operations of said Commission;

WHEREAS, on July 29, 1980, the Board of Supervisors adopted Resolution No. 80-430 which reestablished the rules and regulations for the Parks Commission;

WHEREAS, on August 28, 1990, the Board of Supervisors adopted Resolution No. 90-497 amending Section 4 of Resolution 80-430 to set the term of office for Parks Commission members at four years;

WHEREAS, on April 24, 2018, the Board of Supervisors adopted Resolution No. 18-149, which dissolved the Board of Supervisors' Parks Committee and appointed one member of the Board of Supervisors to the Parks Commission;

WHEREAS, the Board of Supervisors wishes to further clarify and modify the rules and regulations for the Parks Commission and adopt these rules as the *Monterey County Parks Commission Bylaws*; and

WHEREAS, the Monterey County Parks Commission Bylaws will become effective immediately upon adoption by the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, THAT the Monterey County Board of Supervisors hereby rescinds the rules and regulations established in Resolutions No. 66-185 and No. 80-430 and adopts the rules and regulations for the Monterey County Parks Commission, hereafter known as the *Monterey County Parks Commission Bylaws*, as set forth below:

MONTEREY COUNTY PARKS COMMISSION BYLAWS

SECTION I: CREATION OF COMMISSION.

On April 26, 1966, The Board of Supervisors adopted Resolution No. 66-185 to establish a Parks Commission and set the rules and regulations for the operation of said Commission through Resolution No. 66-185.

On July 29, 1980, the Board of Supervisors adopted Resolution No. 80-430 which reestablished the rules and regulations for the Parks Commission.

The current and operative rules and regulations for the Parks Commission, hereinafter known as the *Monterey County Parks Commission Bylaws*, are contained in this Resolution.

SECTION II: MEMBERSHIP.

The Commission shall consist of:

- a) Five (5) members, residents of the County of Monterey, with each Supervisor nominating one (1) member for appointment by the Board of Supervisors.
- b) One (1) member of the Monterey County Board of Supervisors.

SECTION III: TERM OF OFFICE.

The terms of the Commissioners shall be four (4) years, commencing on January 31st of the first year of the appointing Supervisor's term. Commissioners appointed to fill mid-term vacancies shall serve the remainder of that term.

For existing terms that commenced prior to the adoption of these revised Bylaws, such terms shall expire on the previously established date. To create new terms that run concurrent with the Supervisor's term of office, appointments made after the adoption of these Bylaws shall expire on the subsequent January 31st of the first year of the appointing Supervisor's term, regardless of their length of term, after which appointments shall be four (4) years in accordance with this section.

SECTION IV: VACANCIES.

Any vacancy shall be filled in the same manner as the original appointment.

A vacancy shall exist, and shall be reported to the Clerk of the Board of Supervisors when:

- a) A member fails to attend three (3) consecutive meetings of the Commission without good cause and proper notice, which is deemed a resignation.
- b) A formal letter of resignation is submitted to the Commission Chair and/or appointing Supervisor; or
- c) A Commission member no longer resides in Monterey County, or otherwise does not meet the qualifications for appointment.

SECTION V: OFFICERS AND OFFICER DUTIES.

The Commission shall appoint a Chair and Vice Chair during the Commission's first meeting of each calendar year. The officers will be appointed on a rotating basis following the numerical order of the Supervisorial districts. The Supervisor serving on the Commission is excluded from the officer rotation.

The Chair will preside at all Commission meetings and have sole signature authority of the Commission. The Commission Chair also designates Commission members to serve on subcommittees. The Vice Chair will assume the duties of the Chair in the absence of the Chair or when the Chair designates the Vice Chair to act in his/her place. In the absence of both the Chair and Vice Chair, the remaining members of the Commission shall appoint one of their members to act temporarily as Chair.

SECTION VI: DUTIES AND RESPONSIBILITIES OF THE COMMISSION.

The Commission shall:

- a) Act in an advisory capacity to the Board of Supervisors in promoting, aiding, encouraging, and conducting a public parks program, including the development of recreational parks facilities and participation in the County Parks Volunteer Program.
- b) Act in an advisory capacity to the Board of Supervisors and to the designated Department Director in planning, maintenance, development, and operation of all recreation areas and facilities owned, controlled, or leased by the County of Monterey.
- c) Formulate and recommend to the Board of Supervisors general policies related to the purpose of the Commission.
- d) Advise the Board of Supervisors and designated Department Director on the preservation of the cultural and natural resources of the County and how best to promote and foster an awareness of this heritage.
- e) Review annually and make recommendations to the Board of Supervisors regarding the Parks annual budget, suggesting ways to increase revenues and minimize expenditures.
- f) Recommend long-term capital outlay(s) to both maintain current facilities and to provide for an orderly, planned development of new facilities.
- g) Study and make recommendations on the acquisition and development or preservation of park areas and facilities, such as new or expanded County regional parks, concessions, and other recreation centers or revenue-generating venues.
- h) Interpret the function and operation of park services to public officials and the general public to the end that Parks services receives adequate financial support from public and private sources.
- i) Consider ways to facilitate the operation of a County regional park system in conjunction with other public and private agencies and to collaborate on establishing joint region-wide funding mechanisms.

SECTION VII: SUBCOMMITTEES.

A subcommittee shall mean any subsidiary study group appointed by the Commission to give assistance for longer than six months. Subcommittee members need not be Commission members, except that the Commission Chair shall designate a Commission member to serve on said subcommittee.

SECTION VIII: MEETINGS.

All Commission business shall be conducted at public meetings at a regularly established time and place as selected by a majority of the Commissioners. Before its last meeting each calendar year, the Commission shall select the times and place to meet for at least four times for the next calendar year. The adopted schedule of meetings for the calendar year shall be provided to the Clerk of the Board by staff.

Special public meetings may be held at such times and places as the Commission Chair and the Board of Supervisors may direct.

All Commission meetings shall be conducted according to the latest edition of Robert's Rules of Order.

Any subcommittee meetings comprised of less than a quorum of the members of the Commission and which are not standing subcommittees of the Commission, shall meet at a time and place convenient for the subcommittee members and may be open to the public. Proceedings of any subcommittee meetings shall be presented to the Commission in written form at the Commission's regular meeting.

SECTION IX: NOTICE OF MEETINGS.

- a) The Parks Commission is subject to the Brown Act.
- b) At least seventy-two (72) hours prior to each regular meeting and twenty-four (24) hours prior to a special meeting, an agenda for the meeting shall be electronically sent to each Commissioner.
- c) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that Commissioners may briefly respond to statements or questions posed by persons exercising their public testimony rights or to ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter.
- d) All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission, except for ad hoc committees which are exempt from the Brown Act.

SECTION X: MINUTES.

Regular and Special Meetings of the Commission may be audio-recorded. Such recordings shall be a public record and made available for inspection for at least thirty calendar days after the subsequent Commission meeting when minutes are approved.

Official minutes indicating attendance and recording the motions entertained and actions taken shall be taken at each meeting of the Commission by staff and shall be maintained and submitted to each Commission member and to each member of the Board of Supervisors through its Clerk, prior to subsequent meetings for review, approval, and necessary corrections.

Revised minutes shall also be duly reviewed and approved at a subsequent meeting and forwarded to each Commission member by its Clerk in the prescribed manner.

SECTION XI: QUORUM.

A quorum shall be a majority of the total currently appointed Commissioners. Commission action may be taken by a majority of those present. If a quorum is not present within fifteen (15) minutes of the scheduled meeting time for any regular or special meeting, then such meeting shall be adjourned for lack of a quorum. A notice indicating such an adjournment shall accompany the agenda for the Commission's next meeting.

SECTION XII: CONFLICTS OF INTEREST.

No Commissioner shall participate in any matter before the Commission in which he or she may have a direct or indirect economic interest which may be affected as a result of action taken by the Commission.

Per County requirements regarding conflicts of interest and to increase government transparency, each Commissioner shall file annually a Form 700 Statement of Economic Interest with the Clerk of the Board of Supervisors.

SECTION XIII: PUBLIC PARTICIPATION.

Public participation in Commission meetings shall be allowed as follows:

- a) An opportunity for members of the public to directly address the Commission on any item on the agenda shall be provided before or during the Commission's consideration of the item.
- b) In addition, the agenda will provide for oral communication, near the beginning of each regular meeting, on items not on the agenda but which are within the subject matter jurisdiction of the Commission.
- c) The Chair may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Chair may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. Unless otherwise determined by the Chair, the time limit will be three (3) minutes. When further discussion is required, the Chair may allot time on the agenda of the following meeting.

SECTION XIV: ANNUAL REPORT.

The Commission shall submit a concise annual report to the Clerk of the Board of Supervisors by July 30th of each year. The report shall contain the duties of the Commission, a list of individual Commissioners, and a summary of the Commission's activities and projects for the preceding year.

SECTION XV: COUNTY STAFF SUPPORT.

The Board of Supervisors shall provide that the Commission be assisted by the designated Department Director who may designate a member of his or her staff to be his or her representative to the Commission.

SECTION XVI: COMPENSATION AND EXPENSES.

Members of the Commission shall serve without compensation.

Each Commissioner shall be entitled to reimbursement from and to the extent of the Commission budget for reasonable and necessary expense for traveling to and from Commission meetings and reasonable and necessary expense incurred in the conduct of official County business. Standard rates allowed County personnel shall be paid for reimbursement.

SECTION XVII: AUTHORITY OF COMMISSIONERS TO SPEAK ON BEHALF OF THE COMMISSION.

No Commissioner will speak on behalf of the Commission unless expressly authorized to do so by a vote of the Commission.

PASSED AND ADOPTED on this 8th day of June 2021, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams

NOES: None

ABSENT: None

(Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting June 8, 2021.

Dated: May 14, 2021

File ID: RES 21-087

Agenda Item No.: 67

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California


Julian Lorenzana, Deputy



Monterey County Board of Supervisors

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066
www.co.monterey.ca.us

A motion was made by Supervisor Chris Lopez, seconded by Supervisor Mary L. Adams to:

Adopt Resolution No.: 21-160

To revised Rules and Regulations of the Monterey County Parks Commission, hereafter known as the Monterey County Parks Commission Bylaws

PASSED AND ADOPTED on this 8th day of June 2021, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams

NOES: None

ABSENT: None

(Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting June 8, 2021.

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Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California


Julian Lorenzana, Deputy

Exhibit 2

Parks Commission 2024 Schedule

**Meeting Dates: First Thursday of every other month at 3:00pm,
unless otherwise posted.**

**Meeting location: 168 West Alisal Street, Salinas, CA 93901
Monterey Room, 2nd Floor, unless otherwise posted.**

Meeting Date
Thursday, February 1, 2024
Thursday, April 4, 2024
Thursday, June 6, 2024
Thursday, August 1, 2024
Thursday, October 3, 2024
Thursday, December 5, 2024