Quorum having been established, Chair Lundin called the meeting to order at 9:32 a.m. on March 9, 2018.

 Commissioners present were Michael Lundin (Chair), Jan Johnson (Vice Chair), Damion Alexander, Peter Chesson, Victor Rivera and Enrique Serna. Anita Kellman, Kimberly Marohn, Karen Cesare and Richard Barker were absent. Staff present were Chris Cawein, Robert Padilla, Ron Odell, Becky Steinnecker, Stephen Daigle, Tom Burklow, Karen Simms, Valerie Samoy, Robin Hadden and Ann Kambholja.

Those present recited the pledge of allegiance.

**Consent Agenda**

A motion was made and seconded to approve the December 8, 2017 minutes. The motion passed.

Mr. Cawein introduced Ms. Karen Simms, the new Natural Resources Division Manager to the commission, and informed them that Mr. Ron Odell had been promoted to Operations Division Manager. The operations division has appointed Tom Burklow and Steve Daigle as Assistant Division Managers.

**COMMISSION DISCUSSION/ACTION REQUEST**

1. **Informational update regarding Park Rules:** Mr. Cawein informed the commission that the current park rules are still undergoing discussion internally. Mr. Cawein informed them that since NRPR has so many different kinds of parks and open space, the department is still in the process of trying to come up with a set of rules that would encompass all our facilities and program offerings. Mr. Cawein informed them that he would have a draft for the commission’s review sometime in the next few months.

2. **Organization of clean-ups and adoption of sections along the Loop (Damion Alexander):** Commissioner Alexander spoke of wanting to adopt sections of the Loop and organize clean-ups especially in the washes. Mr. Cawein informed him that the Loop is in pretty good shape overall. Chair Lundin informed him that the washes were
not NRPR’s property but were under the jurisdiction of Flood Control and there were issues with Risk Management about holding clean-ups there. Commissioner Alexander said that that was what he wanted to address and was informed by Mr. Cawein to contact Mr. Eric Shepp from RFCD about obtaining the necessary right of way permits to clean up washes. Commissioner Alexander informed the commission that he has heard from many members of the public and that he could easily get numerous volunteers every weekend to do clean-ups on the Santa Cruz River. Commissioner Johnson asked whether this would be under NRPR or RFCD and was informed by Mr. Cawein it would be under RFCD, but that NRPR’s operations division would also work with them in coordinating activities.

3. Letter in support of the Parks Renewal fund: Mr. Cawein gave the commissioners a little background on the deteriorating conditions found at several parks facilities and the need for a deferred maintenance fund. Mr. Cawein and Mr. Padilla have created an internal deferred maintenance fund using NRPR’s general fund budget to try and remediate some of the highest priority needs. Mr. Cawein approached the County Administrator to try to create a Parks Facilities Renewal Fund similar to a fund Facilities Management has which addresses maintenance on county owned buildings. Mr. Cawein wanted a similar contingency fund and hence spoke to the commission about it, to ask for their support. Mr. Cawein spoke to the County Administrator and generated a list of several different categories that needed funding. He estimated that NRPR needed about $1.25 million or so, annually, for the next five to ten years to address our aging infrastructure. For example, in Natural Resources alone, there are about 300 structures that either need repair, refurbishment or demolition. After several discussions with Mr. Huckelberry, NRPR received funding approval for $750,000 in the 2018/19 fiscal year budget. Mr. Cawein informed them that since NRPR was successful in negotiating this, the letter of support is no longer needed. Mr. Cawein also informed them that he is cautiously optimistic and could now use the freed up funds to expand NRPR’s program offerings. Commissioner Johnson thanked Mr. Cawein for his efforts. Commissioner Alexander asked whether there are any private donations to NRPR and Mr. Cawein informed him that the public could donate to the Parklands Foundation, which is a non-profit. He told them that Parklands now has a new website and the ability to accept online donations with credit cards or PayPal. NRPR will advertise it more in future. Commissioner Alexander asked whether donations could be directed to a specific cause like the Loop and was told that it was possible. Commissioner Alexander said he would put the link on his Loop page.

4. Informational update of the Operations Division (Ron Odell): Mr. Odell gave the commissioners a little information about himself to re-introduce himself to the commission. Mr. Odell handed out an organizational chart showing what the Operations Division looks like and the various zones that the supervisors are responsible for. Operations has also hired several maintenance supervisors and specialists. He thanked Mr. Cawein and Mr. Padilla for being so supportive of the succession plan. Mr. Odell informed the commissioners about some of the projects that they had accomplished as well: the Ann Day dog park parking lot was
reconfigured, the disc golf course on the Rillito River park was installed and hardscape repairs at several parks were completed. Operations is currently working on changing out all the ramada signs and replacing them to make them consistent. Mr. Odell has also been working with Ms. Robin Hadden on a standardized set of rules for dog parks. They have also installed 50 new guideline signs along the Loop and have ordered more. He informed them that there are about 275 authorized entry points to the Loop and the intent is to sign each one. Commissioner Alexander asked about signs under bridges and Mr. Odell informed him that he has been attending the Loop advisory commission and that is something they are working on. Mr. Odell also informed him that since there are many jurisdictions involved, it has to be agreed to by all. The shade structure at Vesey Park was repaired, and they are presently working on shade structures at McDonald and Mehl Parks. The shade structure at Christina Taylor Green Memorial Park has just been installed and the landscaping and post-and-cable has been completed. Work on ball fields, which had begun in January, is ongoing at several parks. Mr. Odell also informed them that the Loop is now complete. There have been compliments, complaints and suggestions regarding the Loop making it obvious that the Loop is getting lots of use. Commissioner Johnson asked whether the feedback was good or bad and was informed that there were many suggestions as well. Mr. Odell is working with RFCD on inventorying Loop paved path conditions to include information on when it was built, present condition, which will drive an annual repair maintenance plan. He intends that every section will be redone every four to five years if necessary and will conduct inspections every March and September. Mr. Odell informed them that there would be a joint use partnership with the City of Tucson at their Fort Lowell Park to use their maintenance compound. This gives NRPR good access to the Loop in that area. Mr. Odell showed the commission the internal GIS map showing all NRPR’s maintenance shops in different zones which gives details about the resources available at each, including the names of staff and their phone numbers. This would also allow the front desk staff to respond to issues that arise in that area and pass along the information. Later the asset inventory listing equipment and tools will be added. There were no further questions.

5. Nominations for the Chuck Catino Award (Valerie Samoy): Ms. Samoy informed the commission that Mr. Jack Moreland a volunteer Assistant Range Master in the shooting sports program had been nominated. Commissioner Johnson asked what the time frame was for choosing nominees and was informed that the nomination period had closed. Ms. Samoy informed her it opened in November and was extended to February. She also asked whether it had been advertised and Ms. Samoy told her it was published in the Explorer, the Arizona Star, Green Valley News, etc. Commissioner Chessen said the nominee showed minimal indication of leadership. Commissioner Johnson asked whether that was because they had not received enough information, and Commissioner Chessen replied that in his opinion someone receiving a Leadership Award should show more indication of leadership. Chair Lundin said that the nominee showed leadership by example and Commissioner Serna commented that Mr. Catino had set the bar very high. Commissioner Alexander suggested adding more standards would probably help and said that he will seek more nominees for the next award. He also encouraged the other commissioners to do
so as well. There was a motion and a second to approve the nomination. All the commissioners were in favor.

6. Addendum item: Frequency and attendance at Parks and Recreation commission meetings (Chris Cawein): Chair Lundin asked for this to be added since there have been a number of meetings cancelled for lack of a quorum or agenda items. He also informed the commission that when he served on another commission, the meetings were held quarterly and were better attended and more substantial. This would not preclude the commission from holding special meetings if necessary. Chair Lundin said it was his recommendation to change the meeting schedule to quarterly and asked for a motion to move to quarterly meetings. Commissioner Serna would like to have a meeting next month so that commissioners who were not present could provide their opinions. Commissioner Alexander asked Mr. Cawein if this schedule would suffice. Mr. Cawein said that NRPR does not get many requests and it gets challenging when meetings get cancelled and he hopes that by decreasing the frequency, people unable to attend monthly meetings, would be able to attend and NRPR would have a full complement of members. He stated that that would be more valuable to get input from all the members in this way. He informed them that members could always ask for a special meeting if needed. Commissioner Johnson asked Mr. Cawein if quarterly meetings would be enough rather than every other month and Mr. Cawein informed her that from his perspective, there are not that many action items that require a vote from the commission and most of it is informational. He stated that quarterly meetings would work well. Chair Lundin asked whether the commissioners would like to start with meetings every other month and revisit the issue later. Commissioner Alexander agreed. Commissioner Johnson stated that she would rather have meetings every second month and said that in the past this had not been a problem. She also said that maybe updates could be sent by mail. Mr. Cawein informed her that that could be done. Chair Lundin said that he was open to the idea of meetings every other month but would like it to start after the April meeting since it is before the budget and it would allow them to talk to the Board. Commissioner Serna said he liked the original quarterly idea. Commissioner Alexander said that there are a few people who have missed many meetings and at what point should they ask the supervisors to appoint someone else who would actually attend meetings. Commissioner Johnson said that the supervisors should be made aware of this. Commissioner Chesson said that he believed that one of the rules stated that after a certain number of absences a member could be removed. Mr. Cawein informed him that he had looked into that with the Clerk of the Board and they have changed the policy, but he would look into that again. Chair Lundin asked
whether it was something that the commission could decide on. Commissioner Johnson suggested that each commission member approach their supervisor to apprise them of the situation. There was a motion duly seconded to amend the schedule of meetings to every other month beginning after the meeting in April. Five commissioners were in favor with one opposed.

CALL TO THE PUBLIC:

FUTURE AGENDA ITEM(S): Informational update regarding the 2018/19 Budget

ADJOURNMENT: As there was no further business to come before the commission, duly motioned and seconded, the meeting adjourned at 10:33 a.m.