CITY OF OXNARD
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
MINUTES
REGULAR MEETING
City Council Chambers
300 West Wing Third Street, Oxnard, CA 93030
Wednesday, October 23, 2019, 5:30 p.m.

A. ROLL CALL

At 5:32 p.m. the meeting of the Oxnard Parks, Recreation, and Community Services Commission convened in the Council Chambers. Chair Poirier, Vice Chair Whitecomb and Commissioners Hernandez, Kalbacher, Lucero, Reyes, and Teran were present. The meeting opened with the Pledge of Allegiance to the flag of the United States. Chair Poirier presided and called the meeting to order. Staff members present were: Terrel Harrison, Director of Cultural and Community Services, Brian Yanez, Assistant Public Works Director, Parks Department, Janice M. Zaragoza, PRCSC Liaison.

B. PLEDGE OF ALLEGIANCE

Audience member Joe Guerra was asked to lead the Pledge of Allegiance.

C. PUBLIC COMMENTS

1. Diana Velzy - Chair of Orchard Park Neighborhood Council, commented on the poor condition of Orchard Park, particularly the necessary restroom roof repair, dying grass, too few trash cans, and broken sidewalk. Ms. Velzy was referred to Brian Yanez for follow-up.

2. Joe Guerra- Mermaid Softball League at Carty Park, thanked the Commission and City for all the improvements at Carty Park. Mr. Guerra presented images from Carty Park of the improvements to the softball field, and images of participants in Mermaids Softball.

D. APPROVAL OF MINUTES

SUBJECT: Minutes of the PRCSC meetings from the September 25, 2019 meeting submitted for approval.
RECOMMENDATION: PRCSC approved minutes from September 25, 2019 regular meeting. (Teran/ Whitecomb).

E. CEREMONIAL CALENDAR

F. PRESENTATION TO THE COMMISSION

G. REPORT OF COMMISSION SECRETARY

The commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any item presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

1. SUBJECT: National PAL Boxing Tournament at Oxnard PAL, November 3, 2019 to November 9, 2019 - Terrel Harrison, Cultural and Community Services Director
ACTION: That the Commission received an invitation to attend the boxing tournament.

H. PARKS DIVISION REPORT

The Parks Division may report on items of interest to the Commission occurring somber the last meeting. The Commission cant enter into a detailed discussion or take action on any item presented during this report. Such items may be referred to the Secretary for administrative action or scheduled on a subsequent agenda.

1. SUBJECT: Parks maintenance update and report, Brian Yanez, Assistant Public Works Director
   ACTION: That the Commission will receive an update next PRCSC meeting.
2. SUBJECT: Public Works Master Plan, Be Water Wise Grant and Adopt-A-Park Project
   ACTION: That the Commission will receive an update on the above mentioned items at the next PRCSC meeting.

I. OLD BUSINESS

1. SUBJECT: PRCSC Ad Hoc Committees - Chair Poirier
   ACTION: The Commission discussed appropriate subject matter for ad hoc committees, suggested specific committees for formation, and approved formation of these ad hoc committees:

Campus Park Infrastructure Committee
To research and make recommendations on ASR well infrastructure, possible housing development, and any other non-park proposals at Campus Park
Commissioners Poirier, Teran, Whitecomb

Parks Restroom Committee
To research and make recommendations on Oxnard park restrooms
Commissioner Poirier

Parks & Recreation Master Plan Committee
To research and make recommendations on the Oxnard Parks & Recreation Master Plan
Commissioners Poirier, Teran, Reyes

Park Usage Committee
To research and make recommendations on park usage, fees, and regulations
Commissioners Lucero, Kalbacher, Reyes

Adopt-A-Park Committee
To research and make recommendations on the proposed Adopt-A-Park volunteer program
Commissioners Teran, Hernandez, Whitecomb

Tree Evaluation Committee
To research and make recommendations on the health of Oxnard city-owned trees
Commissioner Whitecomb

Skate Park Feasibility Committee
To research and make recommendations on a possible skate park at Campus Park
Commissioner Whitecomb

Facility Partnerships Committee

To research and make recommendations on possible joint use of recreational facilities owned by non-City agencies
Commissioners Reyes, Hernandez

Resources Survey Committee
To research and make recommendations on fundraising, sponsorships, and contribution possibilities for parks and recreation
Commissioners Reyes, Lucero

Oxnard Parks & Recreation District Study Committee
To research and make recommendations on feasibility of establishing an Oxnard Parks & Recreation District
Commissioners Reyes, Poirier

Be Water Wise Committee
To research and make recommendations on water-saving strategies in Oxnard parks
Commissioner Kalbacher

CAL Fire Tree Grant Committee
To research and make recommendations on implementing tree planting funded by the CAL Fire grant
Commissioners Poirier, Teran

J. NEW BUSINESS

1. SUBJECT: Cancelation of November 27 PRCSC meeting. Rescheduling of November and December meetings.
   ACTION: That the Commission rescheduled the November 27 meeting to November 20 and the December 25 meeting to December 11.
2. SUBJECT: Oxnard Parks & Recreation Master Plan 90% Draft - Commissioner Feedback - PRCS Commissioners
   ACTION: The Commission referred this subject to the Parks & Recreation Master Plan Committee. Commissioners not on the Committee will be able to forward their Master Plan feedback to Chair Poirier.

K. TASK FORCE/COMMITTEE REPORTS
Commissioners may report to arrange for the report go Task Force and Committee activities.

L. COMMISSION COMMENTS
Commissioners may individually report on items of interest to concern outside of sub-committee reports. The PRCSC cannot enter into detailed discussion or take action on any item presented during these reports.

M. ITEMS OF FUTURE CONSIDERATION
Commissioners may request that items be placed on future agendas for extended discussion.

1. Holiday Events - Recreation Staff
2. Legal Counsel regarding ad hoc committee process - City Attorney's Office
3. Orchard Park - Update on repairs, review of staff/resident interactions - Parks Staff
4. Data on water usage, bills, and how much water we use at Parks. Parks Staff
5. Update on citywide volunteer programs. - Parks Staff
6. Update on mini library at Southwinds Park. - Parks Staff
7. Update on Tree Removal program, schedule for future removals. - Parks Staff
8. Update on Wilson Park inclusive playground. - Parks Staff
9. Update on Campus Park grant application - Parks Staff

N. ADJOURNMENT

At 8:08 p.m. the Parks, Recreation, and Community Services Commission adjourned the meeting.

The next regular meeting is scheduled for **Wednesday, November 20, 2019**, at 5:30 p.m. at the Council Chambers, 305 W. Third Street, Oxnard, CA 93030

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Roger Poirier, Chair

Note: These are “action minutes” and brevity is desirable. Details regarding issues contained herein are available on the tape recording covering these minutes.