

**MARICOPA COUNTY PARKS AND RECREATION DEPARTMENT
PARKS AND RECREATION COMMISSION MEETING**
Meeting of January 16, 2018

LOCATION: White Tank Regional Park Nature Center, 20304 W. White Tank Mountain Road, Waddell, AZ 85355.

COMMISSION MEMBERS PRESENT: Megha Budruk, Robert Branch, and Thomas Rhoades.

COMMISSION MEMBERS ABSENT: Rod Jarvis, Isabel Chavez and Denise Merdon.

STAFF PRESENT: RJ Cardin, Director; Donna Southard, Recorder; Jennifer Waller, Operations Manager; Dawna Taylor, PIO; Ken Vonderscher, Planning and Development Manager; and Betsy Pregulman, Deputy Maricopa County Attorney.

The official correspondence and staff recommendations contained in this Commission folder are hereby entered as supportive material to the official minutes of the January 16, 2018, Parks and Recreation Commission meeting.

PARKS AND RECREATION COMMISSION REGULAR MEETING

ITEM #1 – CALL TO ORDER – Megha Budruk, Vice-Chair, Maricopa County Parks and Recreation Commission

➤ The regular meeting was called to order at 10:03 a.m.

ITEM #2 – INVOCATION – Rebecca Allen representing District 4 provided the Commission's first invocation.

ITEM #3 – PLEDGE OF ALLEGIANCE – led by Rebecca Allen

ITEM #4 – ROLL CALL – Roll Call taken - a quorum was not present.

ITEM #5 – PARKS AND RECREATION COMMISSION RESIGNATION, APPOINTMENTS AND RE-APPOINTMENTS – R.J. Cardin, Director, Maricopa County Parks and Recreation Department – INFORMATION ITEM

➤ Director Cardin informed the Commission that Megha Budruk had been reappointed to another two year term at the November 29, 2017 Board of Supervisor's meeting and Denise Merdon will be reappointed at the January 17th Board of Supervisor's meeting. Commissioner Bob Branch's reappointment will be coming at a future Board of Supervisor's meeting. After 32 years of dedicated service on the Parks and Recreation Advisory Commission, Anne Lynch has resigned her position from District 3. Director Cardin expressed his deep gratitude for all of Commissioner Lynch's work throughout her many years.

ITEM #6 – NOMINATING SUBCOMMITTEE REPORT AND NOMINATION OF 2018 OFFICERS - Robert Branch, Subcommittee Chair and Rod Jarvis and Isabel Chavez, Committee Members, Maricopa County Parks and Recreation Commission – INFORMATION ITEM

➤ With no quorum, this item was tabled to the next meeting.

ITEM #7 – ELECTION OF 2018 PARKS AND RECREATION COMMISSIONER OFFICERS - Megha Budruk, Vice-Chair, Maricopa County Parks and Recreation Commission – ACTION ITEM

➤ With no quorum, this item was tabled to the next meeting.

ITEM #8 DIRECTOR'S SUMMARY OF CURRENT EVENTS – R.J. Cardin, Director, Maricopa County Parks and Recreation Department – INFORMATION/DISCUSSION ITEM

- Director Cardin provided a brief overview of Parks' current events including recent Parks' Board of Supervisor agenda items; the upcoming public hearing for the proposed fee revisions on February 21st at the Board of Supervisor's meeting; current budget revenue/expenditure status; the Hassayampa restroom project is underway in preparation of the restroom building arrival; a new mile-long sidewalk path and new ramadas are replacing old ramadas at Estrella Park; McDowell Master Plan Update has kicked off; segments needed to complete the Maricopa Trail are pending the Arizona State Land Department's sale of land to Parks; the Prickly Pedal Race will be held on Saturday, January 20, 2018; and the Hassayampa River Preserve Grand Reopening will be held on March 24, 2018.
- The Trades, Trails, and Park Supervisors provided current events/projects within their division.
- Director Cardin invited Commissioners to join staff in a hike immediately after the regular meeting if available.

ITEM #9 EMPLOYEE SERVICE AWARDS - R.J. Cardin, Director, Maricopa County Parks and Recreation Department – PRESENTATION ITEM

- The following employees were recognized for their continued years of service to Maricopa County: Bruce Zavoda (5 years), Mark Paulat (10 years), David Chatfield (10 years), and Jeff Gruver (15 years).

ITEM #10 PARKS CONCESSION CONTRACT POLICY AND ADMINISTRATIVE PROCEDURES – Emily Miller, Contract Administrator, Maricopa County Parks and Recreation Department – INFORMATION/DISCUSSION ITEM

- Ms. Miller informed the Commission that one of the recommendations from the Maricopa County Internal Audit's report was the need to develop written procedures and a policy regarding revenue generating contracts developed within the Parks Department. The policy focuses on the Best Value which includes preservation of the Parks' natural resources, pricing and non-pricing factors, performance, quality, approved master plans, and visitor experience. Another component of the policy is uniformity between similar type contracts. The Procedures standardizes and documents the management and steps used. The policy and procedures will be applied to Commercial Management Concessionaire Agreements (CMCA) and Use Management Agreements (UMA). UMA approvals will be approved by the Board of Supervisors. Approval from the Board of Supervisors will be requested to delegate approval authority to the Parks Director.
- Director Cardin reiterated that the CMCA's brings in 3% of the revenue but utilizes a large amount of Ms. Miller's time managing 60 contracts. The goal is to streamline processes to make it more efficient for both the concessionaires and staff.
- Commissioner Branch requested a future status report on the impact to small concessionaires after the policy has been implemented.

ITEM #11 PARK ROADS DESIGN STANDARDS GUIDELINE UPDATES – Ken Vonderscher, Planning and Development Manager – INFORMATION/DISCUSSION ITEM

- Mr. Vonderscher informed the Commission that in 1984, the Board of Supervisors approved a resolution that park roads would be built and maintained by Maricopa County Department of Transportation (MCDOT). MCDOT and Parks has worked together to update the 1984 road standards. A resolution will be presented to the Board of Supervisors to approve the Standards for Maricopa County Park's Roadway System 2017 Update and make them eligible for Highway Users Revenue Funds (HURF) monies.

ITEM #12 FY19 CIP PROPOSED BUDGET SUBMITTAL – Ken Vonderscher, Planning and Development Manager, Maricopa County Parks and Recreation Department – INFORMATION/DISCUSSION ITEM

- Mr. Vonderscher provided a proposed list of planned projects being submitted to the Office of Budget (OMB) for FY19 CIP funding. Facilities Management Department (FMD) manages and maintain county owned buildings and has agreed to provide funding and contract assistance for similar county-wide projects within the Parks.
- Director Cardin informed the Commission that this plan will be submitted to OMB in approximately three weeks with a tentative approval in May and Board of Supervisor's final approval in June.

ITEM #13 – CALL TO THE PUBLIC

- Brian Murphy representing the West Valley Trail Alliance requested that he would like to join any future committee regarding public input for the Skyline Connector Trail from the City of Buckeye to White Tank Regional Park. Mr. Murphy asked the Commission and staff to address E-bike usage within county parks.

ITEM #14 – CALL TO THE COMMISSION

- Commissioner Branch requested a way to recognize long-time, dedicated park commissioners that have served on the Maricopa County Parks and Recreation Advisory Commission.

ITEM #15 – ADJOURNMENT

- There being no further business, Commissioner Branch motioned to adjourn, seconded by Commissioner Rhoades. With all in favor, none opposed, the meeting was adjourned at 11:35 am

RJ Cardin, Director

Megha Budruk, Vice-Chair