

SPECIAL PARKS COMMITTEE MEETING MINUTES

January 11, 2022
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President (Chair)
Charlie Johnson, Director (Zoom)

Board Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor
Kim Ward, HR Manager/Executive Secretary (Zoom).
Aimee Williams, Administrative Technician II

Guests/Public: None

Call to Order

President Kujawa called the meeting to order at 4:00 p.m.

Roll Call

All Committee Members were present at Roll Call.

1) **Approval of Agenda**

Director Johnson moved to approve the Agenda. President Kujawa seconded the motion. Motion passed unanimously.

2) **Public Comment** – None

3) **Approval of Minutes**

Director Johnson moved to approve the Minutes. President Kujawa seconded the motion. Motion passed unanimously.

4) **Review of Committee Roles & Responsibilities**

The Roles & Responsibilities were reviewed. Updates were requested in the Responsibility section and the Specific Tasks/Goals section.

5) **Review of Parks & Recreation Capital Improvement & Maintenance Plan**

The Committee reviewed the CIP and Maintenance Plan; no recommended changes.

6) **Review & Discussion Regarding Parks & Recreation Events**

Discussion regarding hosting a town hall meeting again this year. There are plans to schedule a town hall meeting in the fall when the weather is cooler.



Discussion regarding concert series and whether or not it is valuable to the community and cost-effective to the District to continue to hold concerts throughout the summer months. Attendance last summer was between 30 and 50 people at the concerts. Will be discussed more at a future meeting.

Discussion regarding movie nights. Events were held through December and attendance dropped off substantially when the weather got too cold. Movie events are planned this year from June through September.

7) **Update Regarding Phelan Park Expansion**

Waiting to hear from the state regarding the District's strengths/weaknesses and possible reasons why grant funding wasn't awarded.

8) **Update on Phelan Farmers Market**

Mr. Lowrance reported that this week's market was the first one back after the holidays and it appeared busy.

Director Johnson asked if there is a report that shows how well the market is doing. He recommended an annual report or presentation from Rowena on how successful the market has been.

9) **Update on Community Garden**

Classes are scheduled for 2022. Attendance is around 12 people per class.

10) **Staff Report**

Nothing further.

11) **Committee Comments**

Nothing further.

12) **Review of Action Items**

a) **Prior Meeting** – None

b) **Current Meeting** –

- Update Roles & Responsibilities
- Annual Farmer's Market Report from Rowena

13) **Set Agenda for Next Meeting** – April 2022

- MOU with Snowline

14) **Adjournment**

With no further business before the Committee, the meeting adjourned at 4:42 p.m.

Agenda materials can be viewed online at <https://www.pphcsd.org>

