

SPECIAL PARKS COMMITTEE MEETING MINUTES

January 12, 2021
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

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

Board Members Absent: None

Staff Present: Steve Lowrance, Parks Supervisor
Kim Ward, HR Manager/Executive Secretary

Guests/Public: None

Call to Order

Director Johnson called the meeting to order at 4:01 p.m. Vice President Kujawa was appointed the new Committee Chair.

Roll Call

All Committee Members were present at Roll Call.

- 1) **Approval of Agenda**
Vice President Kujawa moved to approve the Agenda. Director Johnson seconded the motion. Motion passed unanimously.
- 2) **Public Comment** – None
- 3) **Approval of Minutes**
Director Johnson moved to approve the Minutes. Vice President Kujawa seconded the motion. Motion passed unanimously.
- 4) **Review of Committee Roles & Responsibilities**
The Roles & Responsibilities were reviewed. Update information on District parcels to “The District has several parcels throughout the District,” rather than listing parcels.
- 5) **Review of Parks & Recreation Capital Improvement & Maintenance Plan**
The Committee reviewed the CIP and Maintenance Plan; no recommended changes.
- 4) **Update on Parks & Recreation Events**
Mr. Lowrance reported that all events for now are cancelled except for the gardening activities and farmers market. Staff is in the process of planning summer activities.



- 5) **Discussion Regarding Farmers Market**
Mr. Lowrance reported the market is running smoothly.
- 6) **Discussion Regarding Phelan Park Expansion**
Staff met with KTUA to see if it is possible to place the multipurpose field into the grant submittal.
- 7) **Update on Community Garden**
New schedule forthcoming for classes – no classes in January.
- 8) **Staff Report**
Nothing further to report.
- 9) **Committee Comments**
Director Johnson commented on other grant opportunities that may be available.
- 10) **Review of Action Items**
 - a) **Prior Meeting** – None
 - b) **Current Meeting**
 - Update Committee Roles & Responsibilities
 - Add Vice President Kujawa to CPRS
- 13) **Set Agenda for Next Meeting** – February 2020
 - Remove Item 4
 - Remove Item 5
- 14) **Adjournment**
With no further business before the Committee, the meeting adjourned at 4:40p.m.

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

