



## BOARD OF PARKS AND RECREATION

March 6, 2017

5:30 p.m. - Basement, Thorman Conference Room  
801 Texas Ave., City Bldg. 3, El Paso, Texas

### Minutes

Members Present: 7

Mayor – Jerry Pippins  
District 2 – David J. Ochoa  
District 3 – Deanna A. De La Cruz  
District 4 – Roy Gilyard (Vice Chair)  
District 5 – Theresa Welch Fordham  
District 6 – Francoise A. Feliberti  
District 7 – Sylvia Carreon (Chair)

City Staff Present

Tracy Novak, Director of Parks and Recreation  
Paula Powell, Assistant Director  
Joel McKnight, Assistant Director  
Steve Lunsford, Land Management Superintendent  
Elsa Ramirez, Board Recording Secretary  
Jorge Castillo, Open Space, Trails & Parks Coordinator

Public Present

None

Members Absent: 1

District 8 – Simon Chandler

Vacancies: 1

District 1 –Vacant

City Attorney – Legal

Juan Gonzalez, Assistant City Attorney

1. Agenda Item #1. Meeting Called to Order  
Sylvia Carreon, Chair, called the meeting to order at 5:34 p.m.

2. Agenda Item #2. Approval of Minutes: February 6, 2017

*Motion by Theresa Welch Fordham to approve minutes as written, seconded by Roy Gilyard. Motion carried. (unanimous)*

3. Agenda Item #3. Call to the Public (for items not on the agenda)  
None

4. Agenda Item #4. **Introduction:** New Parks and Recreation Advisory Board Member – David J. Ochoa

Tracy Novak, Director, introduced the new Board member, David J. Ochoa.

Mr. David J. Ochoa, gave the Board a brief summary of himself.

*Mr. David J. Ochoa, new Board member, arrived at 5:55 p.m.*

5. Agenda Item #5. **Update and Discussion:** Park Maintenance Activities – Steve Lunsford, Land Management Superintendent

Steve Lunsford, Land Management Superintendent, we will be starting our bi-weekly mowing around the second week in April. Irrigation will start up about the same time. Also, doing work on field renovations.

Tracy asked for a presentation of what happened last year and successes we had for next Board meeting.

Joel McKnight, Assistant Director, talked about a grant they had been working on with El Paso Water Utilities. El Paso Water Utilities had \$40k available in grant money and they granted those funds to Parks and Recreation for Barron, John Lyons, Westside Sports and Pico Norte to install the Maxicom System. It is fully activated and will eliminate water waste and give 15-20% in water savings.

6. Agenda Item #6. **Discussion and Action:** Board meeting dates

Sylvia Carreon, Chair, mentioned to the Board that it was decided to change the meetings to the first Monday of each month and if everyone was still comfortable with that date.

The Board had a discussion on changing the Board meeting dates and everyone decided to leave the established date and times, so no action was necessary.

It was noted that the Board would like to review the July meeting date at the June meeting.

7. Agenda Item #7. **Discussion:** Board member terms

Sylvia Carreon, Chair, reviewed the list with the Board members. This will be re-visited next month by the Board.

Francoise Feliberti, Board member, questioned her term stating that she had not served two terms with District 6.

Tracy Novak, Director, stated that Elsa Ramirez will go back and review the records on her term and report findings at next Board meeting.

*Juan Gonzalez, Attorney, will also check into the Board members serving two different terms and if they are under different districts to report findings at next Board meeting.*

8. Agenda Item #8. **Discussion:** Disciplinary matrix and policy – Paula Powell, Parks and Recreation Assistant Director

Paula Powell, Assistant Director, reviewed the Disciplinary matrix and policy with the Board members, which a copy was included in their packets for review.

A discussion was held with the Board members on the Disciplinary matrix and policy. The Board members were satisfied with the Disciplinary matrix and policy as they are established.

Jerry Pippins, Board member, asked about the Grievance Subcommittee being able to retire public while the Board members discuss a decision on appeals. He expressed concerns about personal threats from one of the persons making an appeal.

*Juan Gonzalez, Attorney, will check with Council for private deliberations and mention the incident and possibly obtaining security for those meetings.*

Roy Gilyard, Board member, suggested if the Board could mail out the determination made by the Board to appellant instead of making a decision the day of appeal being heard. This would eliminate the appellant listening to Board members discussing decision and which Board members are for or against the decision being made by the Board. This would avoid any threats being made to any of the Board members.

*Juan Gonzalez, Attorney, let the Board know that according to City Council all Boards and Commissions must adhere to an Open Meetings Act.*

9. Agenda Item #9. **Subcommittees:**

a. **Discussion and Action:** Subcommittee Assignments (as needed)

Theresa Welch Fordham, Board member, would like to excuse herself from the Park Naming Subcommittee as the Alternate and would like to ask Mr. David Ochoa if he would be interested in filling that position. David Ochoa accepted the position.

*Motion by Theresa Welch Fordham, Board member, made to excuse herself as alternate for the Park Naming Subcommittee and assign David Ochoa as the Park Naming Subcommittee's alternate, seconded by Sylvia Carreon. Motion carried. (unanimous)*

b. **Update and Discussion:** Tree Subcommittee Meeting of February 20, 2017 – Theresa Welch Fordham

Theresa Welch Fordham, Subcommittee Chair, gave the Board a brief summary of the last meeting held. The next meeting will be held on March 27, 2017.

10. Agenda Item #10. **Reports on Recent Activity**

- a. Recent City Council Agenda Items List  
No questions from Board members on this item.
- b. Upcoming Committee Meetings List  
No questions from Board members on this item.

c. Land Acquisition List  
None

d. Parks and Recreation Construction Projects List

Board members had a discussion on the Parks and Recreation Construction Projects List.

Tracy Novak, Director, made note on some of the items brought up to have corrections made.

Tracy Novak, Director, introduced the new Open Space, Trails and Parks Coordinator, Jorge Castillo, to the Board.

Francoise Feliberti, Board member, asked for next agenda for update on trails. Tracy Novak, Director, mentioned that an item was going to be presented at City Council tomorrow and that the presentation can be done at the next Board meeting.

11. Agenda Item #11. **Discussion:** Identify Items for Future Agendas

- 1) Parks and Trails
- 2) Field renovations
- 3) Board member terms
- 4) Nomination of Vice Chairs for Subcommittees

*Juan Gonzalez, Attorney, suggested the review of subcommittee By-Laws for any changes that need to be made.*

12. Adjournment – 7:01 p.m.

Minutes submitted by Elsa Ramirez, Board Recording Secretary