

**OFFICIAL MINUTES
CITY OF COSTA MESA
MEETING OF THE FAIRVIEW PARK STEERING COMMITTEE
December 14, 2022 – 6:00 P.M.**

CALL TO ORDER by Chair Campbell at 6:00 pm

ROLL CALL

= Present

Absent

Committee Members	Committee Liaisons	City Staff
<input checked="" type="checkbox"/> Chair Andy Campbell	<input checked="" type="checkbox"/> Councilmember Reynolds	<input checked="" type="checkbox"/> Kelly Dalton
<input checked="" type="checkbox"/> Kohl Crecelius*	<input type="checkbox"/> Councilmember Chavez	<input checked="" type="checkbox"/> Jason Minter
<input checked="" type="checkbox"/> Cynthia D’Agosta	<input type="checkbox"/> Councilmember Harlan	<input type="checkbox"/> Laura Fautua
<input checked="" type="checkbox"/> Terri Fuqua	<input checked="" type="checkbox"/> OCME, Hank Castignetti	
<input checked="" type="checkbox"/> Edwin Glover	<input type="checkbox"/> PACS, Kelly Brown	
<input checked="" type="checkbox"/> Emily McClain**		
<input checked="" type="checkbox"/> Erik Roberts		
<input checked="" type="checkbox"/> Daniel Baume - Alternate		
<input checked="" type="checkbox"/> Matthew Garcia - Alternate		

**Committee Member Crecelius joined the meeting a couple of minutes after call to order.*

***Committee Member McClain joined the meeting during agenda item 2A.*

PUBLIC COMMENTS

Kim Hendricks: Noted that 50 volunteers will be provided May 10th from Marriott Suites. Noted that 100 volunteers are planned for the East side of the park and there are concerns within the Fairview Park Alliance about having too many people, especially during nesting season.

COMMITTEE MEMBER and LIAISON COMMENTS

Committee Member D’Agosta: Encouraged everyone to visit the Banning Ranch Conservancy website and watch a presentation that was recently given that includes plans for Fairview Park.

Committee Member Fuqua: Expressed desire to get more work done at Fairview Park including better fencing and improved paths.

Committee Member Glover: Thanked Mr. Dalton for giving a tour of Fairview Park from the city’s perspective. Expressed concern about RC cars being driven at the entrance of the park and the degradation its causing. Noted that his biggest concern is the habitat fragmentation happening due to unauthorized trails throughout the park.

Committee Member Baume: Inquired about the relationship between the City and Fairview Park Alliance.

Committee Member Garcia: Thanked Mr. Dalton for organizing the most recent restoration event. Noted that he has engaged with Costa Mesa community members to receive feedback on the Park. People commented on the desire for an alternative to the orange cones being used to deter users from unauthorized trails.

Committee Member Crecelius: Congratulated Councilmember Reynolds for recent election win. Thanked Mr. Dalton for a tour of Fairview Park. Noted that he attended a meeting with Banning Ranch and is excited to develop a relationship between Fairview Park and the groups working on Banning Ranch.

Chair Campbell: Noted that there are many opportunities for improvements at Fairview Park. Stated implementing change without burdening the City could be done by seeking volunteers and grants.

OCME Liaison Hank Castignetti: Noted that OCME participated for the first time in the Toys for Tots program. They collected over 750 toys and had a large community turn out. Noted that they will have Santa and Mrs. Claus at the Park during the upcoming weekend. Addressed Kim Hendrick's concern by noting that they have had large groups of volunteers on the East side of the park before from Sunburst Academy. Noted that OCME members will be present to help direct the Marriot volunteers in May.

Councilmember Reynolds: Expressed excitement about the new committee members, their qualifications, and experience. Noted she will be in communication with City staff to understand what resources are needed to complete projects in 2023. Invited attendees to a community bike ride that will be passing through Fairview Park.

Jason Minter: Noted that one committee member is absent so an alternate will be appointed as a voting member for this meeting.

Chairman Campbell: Asked how to determine which alternate would have voting powers.

Jason Minter: Noted that in a previous meeting it was determined that Committee Member Baume was first in line to become a voting member when an alternate is needed.

Chairman Campbell: Asked for clarification on how that order is determined.

Kelly Dalton: Responded that the alternate with the soonest term expiration would be first in line.

Jason Minter: Clarified that it is based on which member was first appointed by the City Council.

1. **APPROVAL OF THE OCTOBER 12, 2022 REGULAR MEETING MINUTES**

MOTION: To approve the October 12, 2022 minutes by Committee Member D'Agosta and seconded by Committee Member Fuqua.

AYES: Committee Member Crecelius, Committee Member D'Agosta, Committee Member Fuqua, Committee Member Glover, Committee Member Baume, Committee Member Roberts, Chair Campbell.

NAYS: N/A

ABSTAIN: N/A

ABSENT: Committee Member McClain

MOTION CARRIED: 7-0

Jason Minter: Noted that there was a mistake in a comment he made in the October 12th meeting regarding OCME Liaison Hank Castignetti not being subject to the Brown Act. Clarified that he is subject to the Brown Act with some differences to the standards for committee members.

OCME Liaison Hank Castignetti: Noted that he has recently completed training on the Brown Act as well as the anti-harassment training required for committee members.

Chair Campbell: Noted that there has not been a handbook for committee members in several years.

Jason Minter: Noted that the handbook is being finalized and will be out to committee members when it is completed.

Committee Member Roberts: Noted that he likes the new format of the meeting minutes.

Committee Member Roberts: Inquired if in the future the minutes approval can be put on a consent agenda to save time.

Jason Minter: Responded that the committee can do that but it could take the same amount of time due to requiring a voice vote for all items.

2. OLD BUSINESS

A. STATUS OF THE FAIRVIEW PARK MASTER PLAN UPDATE

Mr. Dalton presented the report.

Committee Member Roberts: Noted a correction is needed on the contract award date from 2022 to 2023.

Chair Campbell: Asked if Mr. Dalton can tell the committee who the contract is being awarded to and if the committee should begin meeting monthly once the contract is awarded.

Mr. Dalton: Responded that the information on which consultant has been chosen cannot be made public until it's posted. Noted that there will be dedicated meetings with the consultants and the community, so meeting monthly may not be necessary.

Jason Minter: Noted that there are a number of meetings with the committee included in the agreement with the consultant. Explained that there will be a schedule created by staff as soon as the contract is awarded.

Chair Campbell: Asked if that schedule would be available to the committee in the next steering committee meeting in February.

Jason Minter: Responded that it's possible that the schedule would be available by then.

Committee Member D'Agosta: Noted that the committee's involvement will be more than just community outreach but will also include reviewing the recommendations and implementation of the new Master Plan.

Committee Member Garcia: Inquired if the proposals are posted online or somewhere for the committee to review.

Mr. Dalton: Responded that only the proposal of the preferred consultant will be shared.

Committee Member Garcia: Asked if the evaluation report for the proposals is provided to the City Council meeting.

Jason Minter: Responded that the evaluation is included in the staff report to City Council.

Committee Member D'Agosta: Noted that the request for proposals has been posted and is helpful to read to understand the scope of the project.

3. NEW BUSINESS

A. DISCUSSION OF COMMITTEE MISSION & OBJECTIVES

Mr. Dalton provided an overview of the committee's goals.

Councilmember Reynolds: Noted that committees typically present an annual report to the City Council and encouraged a presentation once the 2023 goals are set.

Jason Minter: Noted that in his time with the city, about 2.5 years, that report has not been done but they are aiming to present a summary of 2022 by March.

Committee Member D'Agosta: Noted that the annual reports are scheduled in the committee handbook that was discussed earlier.

OCME Liaison Hank Castignetti: Noted that OCME submits a report to the City for total number of rides given to the public throughout the year and the total number of volunteer hours. Asked if those figures should be included in the report to the Council.

Chair Campbell: Responded that it should be included.

OCME Liaison Hank Castignetti: Asked who would be reporting to the City Council.

Jason Minter: Responded that City Staff would collect the information needed and create the report and upon approval by the committee it would be presented to the council as a coordinated effort between staff and the committee.

Committee Member D'Agosta: Noted that historically the report comes from the committee, not from staff.

Chair Campbell: Agreed that the committees themselves typically present to the council.

OCME Liaison Hank Castignetti: Clarified that he is inquiring who would make sure the OCME numbers are included in the report to council.

Committee Member D'Agosta: Noted again that historically the report is presented by

the committee chair.

OCME Liaison Hank Castignetti: Noted that if Fairview Park Alliance metrics are also to be included in the report, they should be notified.

Chair Campbell: Explained that he will reach out to the appropriate groups for the information needed for the report.

Committee Member Crecelius: Asked what the process is for setting goals for the committee.

Chair Campbell: Noted that when the committee was established, a criteria and scope for the committee was established. Additionally to that, the committee will meet to discuss what they want to accomplish, subject to change as ideas and projects develop.

Mr. Dalton: Noted that the committee goals for 2022 were established as he started his position as Fairview Park Administrator during initial conversations with the committee. Additional goals to the baseline scope and criteria of the committee were set with more measurable metrics. Noted that a similar process can take place now to establish goals for 2023.

Committee Member D'Agosta: Congratulated Mr. Dalton for accomplishing the 3 goals that were set by the committee for 2022. Expressed that the goals seemed to be mostly accomplished by work done by staff rather than the committee. Noted that the committee did not get input on the educational material that has been put out by staff. Expressed that the committee should re-focus on the 5 objectives expected of the committee by creating sub-committees without staff involvement for each of those objectives with the intention to reduce workload on staff and make more progress on advancing the committee's work.

Chair Campbell: Agreed with Committee Member D'Agosta. Suggested that committee ideas for the park be compiled into a document for staff to review and address when resources are available.

Committee Member Roberts: Agreed with Committee Member D'Agosta and Chair Campbell. Suggested that a subcommittee be established to figure out the details of the subcommittees.

Councilmember Reynolds: Suggested that the February meeting would be a good time to review the 2023 goals, mission statement, and how to execute the goals including the possibility of subcommittees.

Committee Member Crecelius: Agreed with Councilmember Reynolds and with the idea of subcommittees to help advance the goals. Requested clarification on what things in

the park can be worked on now and what items must wait for the master plan update. Expressed support for subcommittees if it would help to move goals forward.

OCME Liaison Hank Castignetti: Expressed support for subcommittees and noted that they have been effective in the past. Noted he would be interested to have input on other areas of the park unrelated to trains as part of a subcommittee.

Committee Member Fuqua: Expressed support for subcommittees.

Chair Campbell: Stated that the subcommittees would be a good place for brainstorming ideas that can eventually be worked on by staff.

Ralph Taboada: Noted that he has been a member of the Finance Committee and the Active Transportation Committee, both of which have had subcommittees where the majority of the work gets done which is then reported to the full committee. Suggested that Chair Campbell be the designated person to relay information or questions to staff so that staff does not get overwhelmed by multiple people from different subcommittees.

Chair Campbell: Expressed support for being the main point of contact between the subcommittees and staff.

Kim Hendricks: Expressed support for subcommittees and doing work before the master plan is completed. Noted some opportunities for improvements at the park such as removal of the flying field sign and cement posts.

Chair Campbell: Summarized the support for the subcommittees and noted it should be included in the agenda for the next committee meeting.

Jason Minter: Noted that when creating subcommittees, it should be done with specificity and intention as well as a timeline for how long the subcommittee will exist. Expressed hesitancy to have subcommittees for all 5 committee objectives without staff presence due to the need to consider time and resources available. Noted that staff time is already very limited and consumed by existing and past projects. Stated that a study session will be done with the City Council soon to bring them up to date on these projects. Noted that many of these projects need to be cleared first before additional objectives can be addressed. Suggested that if subcommittees are added to the agenda, they be very specific and limited in number, maybe starting with just one.

Committee Member Roberts: Clarified that the subcommittee to create subcommittees that he previously mentioned would be a temporary ad hoc committee to figure out the intention and criteria of the subcommittees. Clarified that the subcommittees should have items that the committee itself is responsible for and not pass on more work to staff. Suggested that a subcommittee be established now so that the details of the other subcommittees will be worked out by the February meeting.

Chair Campbell: Summarized that Committee Member Roberts is suggesting that the subcommittees be fleshed out prior to the February meeting so that a lot of time doesn't have to be spent on it during the full meeting.

Committee Member Roberts: Confirmed Chair Campbell's summary and emphasized that the subcommittees should not be broad, but specific.

Committee Member D'Agosta: Agreed with the plan to have the details worked out prior to February. Volunteered to help work on that.

OCME Liaison Hank Castignetti: Expressed support for Committee Member Robert's proposal. Noted that he attends a lot of commission and committee meetings and the most effective ones are the ones split into subcommittees.

Committee Member Roberts: Made a motion to create the ad hoc committee.

Jason Minter: Noted that creating the ad hoc committee is not an agenda item and expressed hesitancy on creating the committee without the agenda item. Asked Councilmember Reynolds if this motion can be made without it being an agenda item.

Committee Member Roberts: Noted that the creation of the committee does not require expenditure, staff time, or bylaw changes.

Chair Campbell: Clarified that the suggestion is for a meeting that falls within Brown Act constraints.

Committee Member Roberts: Confirmed Chair Campbell's clarification.

Jason Minter: Restated that he is uncomfortable moving forward without getting legal advice on the creation of subcommittees without an agenda item.

Chair Campbell: Asked if 2-3 committee members can meet to discuss subcommittees.

Jason Minter: Stated there is nothing technically wrong with that, but making a motion on a non-agendized item could be wrong.

Chair Campbell: Noted that the agenda item was regarding the committee's goals and mission and the subcommittees is a way to further the goals and mission. Suggested a motion that states this clearly.

Councilmember Reynolds: Stated that assigned subcommittees should not be created in this meeting. Suggested that committee members could be assigned the task to create proposed 2023 goals, including the details for the subcommittees to be discussed at the

next meeting.

Jason Minter: Noted the danger in having committee members meet outside of the full committee even if it is not designated a subcommittee.

Councilmember Reynolds: Responded that only some committee members could be assigned to this meeting and would be required to follow the Brown Act.

Jason Minter: Stated that if 3 people from the committee volunteer he can reach out to the city clerk and attorney to ensure that it's okay for them to meet. If they get the green light, they may meet and coordinate with him to add an item to the next full committee meeting agenda to discuss establishing subcommittees.

Committee Member D'Agosta: Expressed that she feels there is a lot of pushback on the subcommittee topic. Noted that there is no need to agendaize or get staff approval for the meeting of only 3 of the committee members prior to the February meeting.

Committee Member Glover: Noted that he thinks it would be great if members of the committee come to the next meeting with recommendations on the subcommittees without violating the Brown Act.

Committee Member Crecelius: Agreed that a meeting of small group of people that does not meet quorum would be beneficial prior to the February meeting.

Chair Campbell: Stated that he can come back with recommendations prior to the next meeting.

Jason Minter: Clarified that he is not against the formation of subcommittees. Advised Chair Campbell to keep the Brown Act in mind when putting the recommendations together.

Chair Campbell: Clarified that what the committee is asking for is to have an agendaized item for the next meeting to discuss specific ideas for the subcommittees.

Committee Member Roberts: Noted that he would like Mr. Minter to reach out to the city clerk and attorney to get information on the formation of subcommittees and pass that on to the full committee. Noted that Committee Member D'Agosta and Chair Campbell volunteered to meet to discuss the subcommittees and he volunteers as well.

Chair Campbell: Noted the information on subcommittees would be a great addition to the committee handbook that is being worked on.

Committee Member D'Agosta: Asked Mr. Minter to clarify with the city clerk and attorney how all committees should operate.

Chair Campbell: Agreed that the rules for all committees should be the same.

Jason Minter: Agreed and noted he will share that information as soon as possible.

4. STAFF REPORTS

A. PARK RANGER REPORTS

- i. **October 2022 & ii. November 2022-** Received and filed.

Committee Member Roberts: Asked if it's correct that 5 Park Rangers are assigned to Fairview Park but only one is working in the past two months.

Mr. Dalton: Confirmed there is one ranger that regularly patrols Fairview Park and all parks city wide. Explained that this is the current staff allocation due to other assignments and vacancies that are being filled.

Jason Minter: Noted that this has been brought up by other committees and commissions due to the city experiencing a lack of Park Rangers in the police department. Noted that he has met with the police department to get a status update on getting new rangers and they expect them in early 2023.

Committee Member Roberts: Asked if the rangers that were reassigned to work the jail will be there until they get new officers assigned to the jail or what the timeline is.

Jason Minter: Stated that he is not comfortable speaking on how the police department is staffed. Noted that staff is working with the police department to get the concerns about lack of staffing addressed. Clarified that the movement of rangers was not to target the ranger program, but was based on their needs as a department.

Committee Member Roberts: Asked what the contingency plan is if the one park ranger that patrols the park is sick or otherwise unable to work.

Jason Minter: Stated that oversight in that case would be by police officers on duty. Emphasized that members of the public should call in any issues even if there is not ranger at the park so that they see the need for scheduling rangers to the park.

Committee Member Roberts: Asked for the non-emergency number to be reflected in the minutes.

Committee Member D'Agosta: Noted that the number for the non-emergency line is 714-754-5252

Mr. Dalton: Confirmed that is the correct number for non-emergency. Echoed comments by Mr. Minter that incidents at the park should be reported to this line so that the department can appropriately allocate rangers.

Committee Member Fuqua: Expressed concern due to it being burrowing owl season and noted that there is unleashed dog activity on the east side of the park

and calls to the non-emergency line does not result in a ranger coming to the park.

Committee Member D'Agosta: Stated that the response time to the calls is a problem as well as staffing. Suggested that there be volunteers to form a trails oversight group to help alleviate these issues.

OCME Liaison Hank Castignetti: Asked Committee Member Fuqua to recount her experience on the west side of the park regarding kids with shovels.

Committee Member Fuqua: Explained that she saw 10-15 kids with shovels digging holes in the hills that they ride on. Noted that she called the ranger and they sent out an officer who told them to stop, but told her that he's not sure that the digging is an unacceptable action.

Committee Member D'Agosta: Expressed that the officer also did not listen to a committee member in that instance. Noted that communication between the 2 entities should be improved and that can be done through a volunteer program.

Kim Hendricks: Noted that she called the rangers due to RC cars being used on the dunes. She noted that there are woolly marbles, an endangered plant, in between the berms. Said that there was no park ranger working that day even though it was a weekend, a busy time for parks. Agreed with Committee Member D'Agosta that volunteerism would help. Commended Mr. Dalton for putting up signs stating that RC cars are not allowed.

Chair Campbell: Noted that the 8pm time limit is approaching.

MOTION: To extend the meeting time by 30 minutes by Committee Member Roberts and seconded by Committee Member Fuqua.

AYES: Committee Member Crecelius, Committee Member D'Agosta, Committee Member Fuqua, Committee Member Glover, Committee Member McClain, Committee Member Roberts, Chair Campbell.

NAYS: N/A

ABSTAIN: N/A

ABSENT: N/A

MOTION CARRIED: 7-0

B. ADMINISTRATOR'S UPDATE

Mr. Dalton presented the report.

Jason Minter: Noted that a presentation on CIP projects is typically given to committees and commissions by the CIP manager, but that has not taken place with the Fairview Park Steering Committee. He will be requesting that presentation for the committee.

Chair Campbell: Noted that the number of people navigating to the park is likely for OCME weekends. Asked if the city has considered doing a traffic survey to understand how many people are visiting the park.

Committee Member D'Agosta: Asked for clarification on what Chair Campbell is

referring to.

Chair Campbell: Clarified he is referring to the Fairview Park by the numbers poster. Stated that he sees the storm drain project as a harmful project to the parks including Canyon Park and Talbert Park. Stated that there are alternatives that would not cause as much disturbance.

Committee Member D'Agosta: Noted that none of the committee members have reviewed the public information, such as the educational material, that has been put out and they would like to have a chance to review those items. Noted that the committee should have presentations and input on CIP projects before discussions of the budget because many of the projects are in the scope of review for the committee. Noted that the report speaks to the amount of work one staff member is trying to accomplish and that more staffing is needed to support the park.

Committee Member Roberts: Agreed with Committee Member D'Agosta. Stated that the committee should be included more in projects and decision processes, including publications. Made suggestions for edits on the Fairview Park by the numbers poster. Asked if the posters will be posted online.

Mr. Dalton: Stated the poster is currently posted in the kiosk at Fairview Park. Stated that minor verbiage changes can be made if needed. Noted that it is not posted online, but it could be and that there is work being done to update the website.

Chair Campbell: Asked Mr. Dalton to address the money that Senator Min has given to Costa Mesa and where the money will be allocated.

Mr. Minter: Answered that the city took a list of CIP projects that had already been approved and presented them, Min was interested in approving a series of those projects, but nothing is locked in yet. The City Council has approved a resolution to ensure the city is eligible for the funding. No funding has yet been allocated but the focus was on projects already included in the CIP.

Chair Campbell: Asked for clarification on what that means for Fairview Park, if there are any projects in that CIP related to the park.

Mr. Minter: Answered that the most likely projects to be funded were the bluff restoration and mesa restoration, maybe not the complete restoration but at least the evaluation.

Chair Campbell: Asked if there are requirements for a schedule that the money must be spent on.

Mr. Minter: Answered that the money must be spent by December 2025.

Chair Campbell: Asked if that is a realistic deadline to complete bluff restoration so that the money is not lost.

Mr. Minter: Noted that the priority will be to ensure the money is not lost. There will be a mix of easier and more difficult projects to ensure this. Noted that it will be a challenge to complete all the projects as this type of funding is unprecedented for cities.

Chair Campbell: Asked what the path forward is for getting the money spent in three years and inquired if there will be a program manager hired.

Mr. Minter: Stated that some staff will be managing some of the projects and they are evaluating bringing in project specific consultants to manage other projects.

Chair Campbell: Asked Mr. Minter if he is confident a large chunk of the money will be spent in Fairview Park.

Mr. Minter: Stated there are millions of dollars for projects targeting specifically Fairview Park. Noted that there is an application they must go through before receiving funding.

Ralph Taboada: Congratulated the committee on a great discussion during the meeting. Noted he is a longtime resident with a background in accounting and finance. Presented information on the budget and the lack of use of allocated funds for capital projects. Encouraged the committee to get involved in the capital project prioritization.

Wendy Leece: Noted that she is president of Fairview Park Alliance, a former chair of the Recreation Commission, and former city council member. Appreciated Ralph's chart and noted that she made a similar chart tracking CIP for Fairview Park. Suggested having a study session on the Min funding and also having a presentation on the CIP.

Committee Member D'Agosta: Thanked Ralph for the presentation. Expressed concern that the two shovel ready projects for the Min money on the CIP list are fixing the wetland pump and the fencing along Placentia and neither is progressing towards the efforts of restoration.

Mr. Minter: Noted that there is consideration to returning to in person meetings at City Hall. Asked if there are any objections to doing so.

Committee Member Roberts: Asked what the criteria is to meet in person.

Mr. Minter: Answered that it is based on the gauged interest of each committee. Noted that all commissions have started meeting in person and that the FVP steering committee would meet in the community room.

Committee Member Roberts: Noted that that is subjective criteria. Stated that there

should be objective criteria such as the county's positivity rate for Covid-19 or something similar.

Mr. Minter: Stated that he has noted that suggestion.

Chair Campbell: Stated that he is for meeting in person.

Committee Member Crecelius: Asked if there would be a virtual option if a committee member cannot attend in person while also expressing support for meeting in person.

Mr. Minter: Answered that that is part of what is being worked out prior to starting in person meetings, to ensure that option is available.

5. **ADJOURNMENT** by Chair Campbell at 8:34 PM
Next REGULAR Meeting: February 8, 2022 at 6:00pm