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# AGENDA

## PARKS & RECREATION COMMISSION

WEDNESDAY, MAY 20, 2020  
CITY COUNCIL CHAMBERS

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**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

### **ORAL COMMUNICATIONS**

Volunteer recognition awards **STAFF RECOMMENDATION**

### **CONSENT CALENDAR**

1. **APPROVAL OF MINUTES**

Commission meeting held on February 19, 2020

**APPROVE**

### **REPORTS AND OTHER BUSINESS**

1.	Richmar Park Commercial Use Permit	<b>APPROVE</b>
2.	Trails Advisory Committee Applications	<b>APPOINTMENT</b>
3.	Trails Advisory Committee Guidelines	<b>APPROVE</b>

### **ORAL COMMUNICATIONS**

Report from the Parks & Recreation Director **NOTE & FILE**

### **WRITTEN COMMUNICATIONS**

Letter from California Wildlife Foundation/ California Oaks **NOTE & FILE**



**City of San Marcos**  
1 Civic Center Drive  
San Marcos, CA 92069

**ADJOURNMENT**

STATE OF CALIFORNIA)

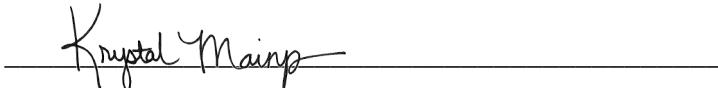
COUNTY OF SAN DIEGO) ss.

CITY OF SAN MARCOS)

**AFFIDAVIT OF POSTING**

Agenda packets are available for public inspection 72 hours prior to scheduled meetings at City Hall: 1 Civic Center Drive, San Marcos, CA 92069. Any agenda-related writings or documents provided to a majority of the commission after distribution of the agenda packet are available for public inspection at the time of distribution in the Council Chambers. I, Krystal Mainprize, Parks & Recreation Commission Secretary, City of San Marcos, hereby certify that I caused the posting of this agenda at the entrance of City Hall Council Chambers on Thursday, May 14, 2020.

Date: May 14, 2020



Krystal Mainprize, Commission Secretary

The City of San Marcos is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this meeting or any other City programs, service or activity, please contact the City Clerk's office at 1 Civic Center Drive, San Marcos, CA 92069, or call (760) 744-1050.

## Minutes

### Regular Meeting of the San Marcos Parks & Recreation Commission

**Wednesday, February 19, 2020**

**City Council Chambers, 1 Civic Center Drive**

**CALL TO ORDER:** Chairperson Jay Franklin called the meeting to order at 6:02 pm.

**PLEDGE OF ALLEGIANCE:** Chairperson Jay Franklin

**ROLL CALL:**

Commissioners Present

FRANKLIN	(2/2)	100%
HERNANDEZ	(2/2)	100%
LINDSAY	(2/2)	100%
MOCKUS	(2/2)	100%
PRESTININZI (ALT)	(2/2)	100%
ROBLES	(2/2)	100%
SENSMEIER	(2/2)	100%
SMITH	(2/2)	100%

Commissioners Absent

**ALSO PRESENT:**  
Director Buck Martin, Program Managers Darren Chamow & Andrea Gonzalez, Jennifer Overman, Recreation Supervisor, Commission Secretary Krystal Mainprize.

### ORAL COMMUNICATIONS

#### CONSENT CALENDAR

**COMMISSIONER SENSMEIER MOVED TO APPROVE CONSENT CALENDAR ITEMS 1-3 AS PRESENTED, SECONDED BY COMMISSIONER ROBLES AND CARRIED TO APPROVE.**

### REPORTS AND OTHER BUSINESS

#### **4. Annual Report, San Marcos Rugby**

Lee Taotafa, introduced several San Marcos Rugby players who enjoy playing rugby. The team was undefeated this year and they received their first championship win for San Marcos. Players said Rugby is different than other sports and the camaraderie is heartwarming; the sport opens doors for the students.

Coach Mike thanked the Commission for providing the opportunity for the youth and reiterated that Rugby really does change these children's lives. He reminded the commissioners that having outdoor opportunities is so important to the mental health of the youth.

## **5. Annual Report, 2020 Events**

Jennifer Overman, Recreation Supervisor, presented an overview of many department events for the next year. Jennifer spoke about the City's first pickle ball tournament, the Spring Egg Scramble and Bunny Breakfast, Bags n Brews, the Summer Concert Series, the Family Campout, Movies in the Park, Trails Day, Junior Ranger Day, the Fourth of July, the Double Peak Challenge, Veterans Day, the Tree Lighting and a few others.

Commissioner Robles asked if staff are providing events or activities that meet the needs of our community and cited the summer concert series as an example. Jennifer noted that staff tries to reach a broad audience and market on social media. Darren Chamow noted that staff sends out a survey after the concert series and other events to get feedback from the people who do attend. The department is also in the process of doing a community survey to reach areas of the community that aren't already using the programs. He noted staff also evaluates our events each year to see if the events are worth the effort.

## **6. Mission 316 Facility Use Request**

Commissioners discussed approving the request for a year period of time.

**MOVED BY VICE-CHAIR LINDSAY, SECOND BY COMMISSIONER MOCKUS AND CARRIED UNANIMOUSLY TO APPROVE THE USE REQUEST BY MISSION 316 FOR JANUARY THROUGH DECEMBER 2020.**

## **7. Youth Sports Council Meeting Minutes**

Commissioner Sensmeier attended the meeting and it was very well run by James Daza. She noted that it is great to hear from the different team leads and see the positive exchange of information. Sensmeier noted that all the Youth Sports Council Members will be informed about each General Plan Meeting.

## **8. Trails Advisory Committee Meeting Minutes**

Meeting minutes were reviewed.

## **9. Trails Advisory Committee Applications**

Commissioner Sensmeier asked if the other two citizens who attended the trails advisory committee meeting completed an application. Andrea Gonzalez noted they have not but staff will be emailing them a reminder to see if they are interested.

Chair Franklin asked if staff reached out to Twin Oaks Valley Equestrian Association to see if they have any interested persons who would like to join the committee. Andrea Gonzalez noted that staff has reached out to them. Chair Franklin requested staff reach out to the feed and supplies stores as well, to ensure the equestrian community be represented.

**COMMISSIONER SENSMEIER MOVED TO APPOINT CARRIE ALIDAE TO THE TRAILS ADVISORY COMMITTEE, SECONDED BY COMMISSIONER HERNANDEZ AND CARRIED UNANIMOUSLY.**

## **10. Trails Advisory Committee Guidelines**

Commissioners discussed the changes they would like to see made.

Vice-Chair Lindsay would like to propose three changes to the guidelines. Under Section 3A strike out most of the verbiage and have it say "up to eight members", Section 3 add a letter E to state Parks and Recreation Commission will appoint a member to serve as an advisory capacity, and third change is Section 5 a quorum consists of at least 3 members.

Commissioners concurred with Vice-Chair Lindsay's recommendations. Vice-Chair Lindsay will submit all these changes by email to Andrea Gonzalez and they can approve the guidelines at the next meeting.

#### **11. Special Events List and Social Media**

Chair Franklin liked when the year in review was posted someone commented a zillion pickleball games at Innovation and Corky Smith gymnasium and he is glad to see the community using the courts.

Commissioner Robles thinks it is awesome that a City Council Women posts on social media about her participation in the City hikes and that shows her investment in the community. Andrea Gonzalez mentioned that staff met with Council Women Nunez and they brainstormed on how to improve the hikes moving forward.

#### **12. Commission Chairperson & Vice Chairperson Election**

Commissioner Smith nominated Commissioner Franklin as Chair and Commissioner Lindsay as Vice Chair.

**MOVED BY COMMISSIONER SMITH, SECOND BY COMMISSIONER HERNANDEZ AND CARRIED UNANIMOUSLY TO APPOINT COMMISSIONER FRANKLIN AS CHAIR AND COMMISSIONER LINDSAY AS VICE-CHAIR.**

#### **ORAL COMMUNICATIONS**

Parks & Recreation Director Buck Martin provided an update on the following items:

- City of San Marcos has an online reporting system called City Source for the public to use as a tool to report a concern or issue within the City.
- The pilot program for Discovery Lake aeration is in progress and staff will provide an update in April.
- Commissioners will be emailed a flyer for the mountain bike area at Bradley Park for Commissioners to share with the community.
- An impromptu rap concert happened at Hollandia Park and it was not in accordance with the City ordinances or permit process.
- The Democracy in Action project is underway and the students are collecting surveys.
- A bike stunt at a park in San Marcos was posted on City social media and has received many views and the City will be doing a follow up post about what can be done at our parks and info about the new bike park at Bradley Park.
- Isaac Etchamendy will be at the next meeting to report on South Lake, Rancho Tesoro and the Creek District park.

- A few City staff toured the bike park in Sweetwater to plan the bike park that will be built. A stakeholder and public meeting will be held on February 26<sup>th</sup> in the Council Chambers.
- Money has been appropriated to enhance the facilities at the horse arena area at Walnut Grove Park with Twin Oaks Valley Equestrian Association.

### **COMMISSIONER COMMENTARY**

Commissioner Robles enjoyed the address at CSUSM yesterday and the State of Community is coming up on March 31<sup>st</sup>.

Commissioner Mockus noted the grass on the large field at Mulberry Park is dead.

Commissioner Sensmeier noted at the general plan advisory meeting they asked what your favorite place in San Marcos is and 75% of people said a park or facility that is under the department purview which is wonderful.

Commissioner Hernandez noted the Democracy in Action project is underway and it is important to take the survey and share it with your friends as it is important to know what the community wants.

Vice-Chair Lindsay mentioned the public meeting on February 26<sup>th</sup> for the mountain bike park at Bradley Park.

Chair Franklin noted there is plenty of opportunity for public feedback with everything going on including the upcoming General Plan meetings happening in March and April.

### **WRITTEN COMMUNICATION**

#### **ADJOURNMENT**

**CHAIRPERSON FRANKLIN ADJOURNED THE FEBRUARY 19, 2020 SAN MARCOS PARKS & RECREATION COMMISSION MEETING AT 7:17 P.M.**

ATTEST:

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Jay Franklin, Chairperson  
Parks & Recreation Commission  
City of San Marcos

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Krystal Mainprize, Comm. Secretary  
Parks & Recreation Commission  
City of San Marcos



## COMMERCIAL PARK USE APPLICATION

Submission of this application form is not a guarantee of permit issuance. Once this form is received and reviewed, a City representative will contact you. Any permit based on this application must be used in conjunction with the Commercial Park Use Policy.

### APPLICANT INFORMATION:

Name (First, Last): Karyne Bégin, President Submittal Date: 05/13/2020  
Business/Organization Name: Trilingual Daycare America, Inc. ,DBA Vision Trilingual Preschool San Marcos  
Address: 403 N Twin Oaks Valley Rd., #114 City: San Marcos State: CA Zip: 92069  
Phone: 619-944-4006 Email: sandiego@visionpreschool.com  
San Marcos Business License ID #: BL20-000330

### PARK USE INFORMATION:

#### Park Site Requested (please check all that apply):

Sunset Park  Simmons Family Park  Hollandia Park  San Elijo Park  Richmar Park

Quarter Requested (please check all that apply): Please Note: Assume 6/4/20 school opening though park use depends on city opening the park subject to Covid-19 resolution.

Q1 (Jan-Mar: Due Dec. 5<sup>th</sup>)  Q2 (Apr-Jun: Due Mar. 5<sup>th</sup>)  Q3 (Jul-Sep: Due Jun 5<sup>th</sup>)  Q4 (Oct-Dec: Due Sep 5<sup>th</sup>)

#### Use Type (e.g., boot camp, dog obedience course, running club, etc.):

Outdoor play time for preschool children

#### Specific Activity (list all activities you and your group will engage in):

Use playground equipment and occasionally a picnic table or two

#### Day of Week Requested (please check all that apply)

Mon  Tues  Wed  Thurs  Fri

Sat (8AM-9AM)  Sat (9AM-10AM)

Sun (8AM-9AM)  Sun (9AM-10AM)

Time Requested: Arrival Time: 9:30 am AM/PM Departure Time: 10 am AM/PM

Daily Expected Attendance: (max. 25) ~10 to 25

### APPLICANT ACKNOWLEDGEMENTS (Initials):

1/20 The requested date(s) are not reserved until the permit request has been approved and permit fee has been paid.

1/20 The following are included with this permit application:

To follow Completed and signed application form

To follow Permit fee - Use permit fee calculator to determine total amount owed

To follow Copy of current San Marcos business license

To follow Certificate of insurance naming the City of San Marcos as additionally insured with General Liability minimum of \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

1/20 All applicable laws and adopted use policies (City, County, State, and/or Federal) are to be obeyed by all applicants and their guests while on the City premises, which includes the parking lot.

[www.san-marcos.net](http://www.san-marcos.net)

18

Park equipment shall be used in accordance with its intended purpose. Any damage caused as a result of misuse will be charged to the applicant.  
Note: playground equipment, picnic tables, etc. are not permitted to be utilized.

19

Provider has approval to collect fees associated with the service(s) provided.

20

Permit must be available upon request during each class/program time. Inability to provide current and valid permit will result in potential citation/fine and loss of commercial park permit and privileges.

21

The person applying for use of the permit must be at least twenty-one (21) years of age. A form of government-issued identification is required to verify identification. Commercial use of the parks is restricted to the applicant named on the application.

22

Park facilities are to be left in clean condition. Any cleaning of trash or damage expense incurred other than normal wear and tear will be billed to the applicant.

23

Applicant has received, reviewed, and fully understands the Commercial Park Use Policy. Applicant and its group/organization will abide by all policies and regulations listed, and all local, county, state, and/or federal laws, at all times while on the City premises.

24

Applicant has inspected the City property or premises proposed for use and has determined that they are in a safe and appropriate condition for the activities planned. Applicant and all members of applicant's group or organization hereby ensure that said property or premises will be kept and operated in a safe and appropriate condition.

25

Applicant and the members of applicant's group or organization (collectively, "applicant") waive, release, and discharge any and all claims for or right to claim damages of any kind that may arise as a result of applicant's use of the City's facilities.

26

Applicant(s), individually and collectively, agree that they shall indemnify, defend, and hold the City of San Marcos and/or its elected and appointed officers, boards, directors, agents, employees, and designees (collectively, "City Parties") harmless from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees and witness costs arising out of the performance of the activities described herein, caused in whole or in part by any negligent act or omission of the City Parties, except where caused by the sole negligence or willful misconduct of the City Parties.

27

Applicant(s), individually and collectively, hereby give the City of San Marcos the absolute right and permission to use their photograph(s) in its promotional materials and publicity efforts. Applicant(s), individually and collectively, understand that the photograph(s) may be used in a publication, print ad, direct-mail piece, and electronic media including the City website or other form of promotion. Applicant(s), individually and collectively, release the City Parties and the photographer, its officers, employees, agents, and designees from liability for any violation of any personal or proprietary right applicant(s) may have in connection with such use.

28

Applicant(s) each agree that the City will not be responsible for any consequences from providing incorrect, inaccurate, and/or false information to the City.

29

**FAILURE TO COMPLY WITH ALL CITY OF SAN MARCOS POLICIES, PROCEDURES, ORDINANCES, LAWS, ETC. MAY RESULT IN CANCELLATION OF PERMIT.**

Karyne Bégin, President

Print Name

  
Signature

05-13-20

Date



April 16, 2020

## TEMPORARY BUSINESS LICENSE

Business Name: TRILINGUAL DAYCARE AMERICA INC  
DBA:  
Owner/Contact: KARYNE BEGIN (PRES)  
Business Address: 403 N TWIN OAKS VALLEY RD #114-115  
SAN MARCOS, CA  
Business License No.: BL20-000330

Conditions: Facility must operate in compliance with all conditions as set forth in Resolution PC 19-4793 (CUP 19-0005). Obtain permits for any proposed tenant improvements or signage.  
Fire inspection required - original license will not be issued until fire clearance is granted. For questions, or to schedule an inspection, contact Astrid Starcher - 760-744-1050 x3408.

**Please note:**

Your original license will be mailed in approximately 2-3 weeks. However, if any inspections are required, an original license will not be issued until clearance is granted.

A listing of new business licenses is a public record which can be provided to the public on request. No solicitation should state that you are being contacted on behalf of the City or that the services relating to the solicitation are needed because the license has been issued by the City. Please inform the City if this does occur.

[www.san-marcos.net](http://www.san-marcos.net)

CITY OF SAN MARCOS, CALIFORNIA

1 Civic Center Drive | San Marcos, CA 92069 | (760) 744-1050

Applicant Name (First, Last): Cooper, James

CIVIC EXPERIENCE:

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

Name of Organization: San Marcos Creek Development Committee

Start Date: Jan 2019 End Date: \_\_\_\_\_ Office Held (if any): \_\_\_\_\_

Name of Organization: CERT

Start Date: 2017 End Date: \_\_\_\_\_ Office Held (if any): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Office Held (if any): \_\_\_\_\_

OCCUPATIONAL HISTORY:

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION

(List positions held for the last five (5) years) (Attach additional sheet if necessary)

Name of Organization: Palomar College Type of Business: Theatre education

Start Date: 1991 End Date: 2016 Title: Instructional Support Asst/Scene Shop Supervisor

Name of Organization: Old Globe Theatre Type of Business: Theatre

Start Date: 1987 End Date: 1991 Title: Scenic Carpenter

Name of Organization: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Title: \_\_\_\_\_

EDUCATION INFORMATION:

Name of High School/College/University Attended: Hemet High School//San Diego State Univ.

Major/Degree(s): MA in Theatre Arts and Related Technologies

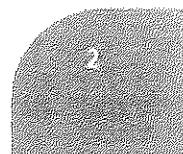
Name of High School/College/University Attended: \_\_\_\_\_

Major/Degree(s): \_\_\_\_\_

Name of High School/College/University Attended: \_\_\_\_\_

Major/Degree(s): \_\_\_\_\_

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QUESTIONNAIRE:

What activities of the San Marcos trails are most interesting to you? Maintenance and Improvement

What activities of the San Marcos trails are most challenging to you? Steep inclines and water hazards

What City programs/projects would you like to see improved or implemented? New trails at San Marcos Creek, Bridge, Trail Maintenance

How would you approach these project(s) or program(s)? Trail maintenance by Eagle scouts under city supervision. Volunteer or city bridge construction. Creation of loop trail in new San Marcos Creek development.

Please provide information about involvement in any organizations or activities that may result in a conflict of interest if you are appointed to the Trails Advisory Committee? None that I know of. Possible time conflict with CERT. As Creek committee member, we have not met since I became a member.

Please list any other relevant experience/expertise Scenic Construction

What is your understanding of the role/responsibility of the Trails Advisory Committee? Meet and discuss new projects. Assist in maintaining existing trails, being a resource to others using the trails

Have you ever attended a City Council meeting?  Yes  No If so, how many? 2

Applicant Name (First, Last): Richard Amiton

**CIVIC EXPERIENCE:**

LIST PRIOR OR CURRENT CIVIC EXPERIENCE (Include membership(s) in professional, charity or community organizations)

Name of Organization: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Office Held (if any): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Office Held (if any): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Office Held (if any): \_\_\_\_\_

**OCCUPATIONAL HISTORY:**

LIST OCCUPATIONAL HISTORY BEGINNING WITH YOUR PRESENT OR MOST RECENT POSITION

(List positions held for the last five (5) years)(Attach additional sheet if necessary)

Name of Organization: Leidos Type of Business: Security Equipment

Start Date: 2001 End Date: Still Working Title: Director

Name of Organization: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Title: \_\_\_\_\_

**EDUCATION INFORMATION:**

Name of High School/College/University Attended: Oregon Institute of Technology

Major/Degree(s): BSEE

Name of High School/College/University Attended: \_\_\_\_\_

Major/Degree(s): \_\_\_\_\_

Name of High School/College/University Attended: \_\_\_\_\_

Major/Degree(s): \_\_\_\_\_

(Continued on next page)



**QUESTIONNAIRE:**

What activities of the San Marcos trails are most interesting to you? Trail Riding, Mountain Biking, Hiking

What activities of the San Marcos trails are most challenging to you? The San Marcos trail system is fantastic. I like the bike activities but we also hike the trails.

What City programs/projects would you like to see improved or implemented? Keep adding trails. Class 1 E-Bike access  
I would like to see more bike path and trail connections to the rail trail and San Elijo hills trails.

How would you approach these project(s) or program(s)? I am not sure at this time how to approach these projects.  
The first step is to identify the priorities and try to fund and complete the highest priorities first. I would like to see safer bike  
access across San Marcos from the trails to the rail trail.

Please provide information about involvement in any organizations or activities that may result in a conflict of interest if you are appointed to the Trails Advisory Committee? none

Please list any other relevant experience/expertise I have managed large teams of engineers with multi \$\$ budgets.  
I have no experience with any type of local government projects

What is your understanding of the role/responsibility of the Trails Advisory Committee? I can only assume the role would be  
for planning, expanding and maintaining the fantastic trails we have in San Marcos.

Have you ever attended a City Council meeting?  Yes  No If so, how many? \_\_\_\_\_

**CITY OF SAN MARCOS**  
**PARKS & RECREATION COMMISSION**  
**TRAILS ADVISORY COMMITTEE**  
**GUIDELINES – MAY 20, 2020**

**SECTION 1** Purpose

The purpose of the Trails Advisory Committee is to advise the Parks & Recreation Commission and through them the City Council, of the multi-use trail needs of the City and on the implementation of the City Master Trail Plan. Further, the Trails Advisory Committee shall encourage community involvement in development, maintenance and use of the trail system including equestrian and bicycle lanes and pathways within the city.

**SECTION 2** Duties

The duties of the Trails Advisory Committee shall include the following:

- A. Monitor the City's Master Trail Plan and submit recommendations for trails-related matters to the Parks & Recreation Commission.
- B. Identify existing and future needs for trail development within the city, including interconnections with regional trails outside the city's boundaries.
- C. Review existing trail and Ranger programs and standards, recommending changes as deemed necessary.
- D. Review the status of existing trails and recommend future improvements and additions to the trails system.
- E. Recommend priorities for trails development for budget consideration and grant applications.
- F. Seek out and identify potential new sources of funding for trail development, improvement and maintenance.
- G. Encourage and advise on citizen involvement in the use, development and maintenance of trails, including Reserve Park Rangers and docents, Eagle Scouts, school groups, interns, etc.
- H. Discuss and receive input from members of the public about trails-related matters.
- I. Educate the public about the existence and scope of the City's Master Trail Plan and related matters.
- J. Advise and recommend interpretive and educational information along trails, through the use of kiosks, trail signage and interpretive centers.
- K. Foster collaborative partnerships to create trail connections within San Marcos and surrounding areas with both private and government entities including, but not limited to, HOAs and San Diego County.

**SECTION 3** Appointment

- A. The Trails Advisory Committee shall consist of up to (8) members, one of whom will be a member of the Parks & Recreation Commission serving in an ex-officio capacity, appointed by that Commission, and the remaining to be community

members (including at least one (1) alternate) appointed through an application process by the Parks & Recreation Commission.

**SECTION 3** Appointment (cont'd)

- B. Committee members shall represent diverse trail user groups of the community, be residents of the city, except that up to three members may be property owners in the City's Sphere of Influence area.
- C. Members shall serve at the will of the Parks & Recreation Commission.
- D. The Parks & Recreation Director and/or his/her designee shall be an ex-officio member of the committee and serve in an advisory capacity.

**SECTION 4** Terms of office

Members of the Trails Advisory Committee appointed by the Parks & Recreation Commission shall serve a two-year term, with no limitation on the number of terms that may be served.

**SECTION 5** Voting

Each Committee member shall be entitled to one vote. Approval of any recommendation requires an affirmative vote from the majority of the members present, provided a quorum of at least three (3) members is present and voting.

**SECTION 6** Termination of Membership

If a member misses more than two (2) consecutive meetings of the Committee, without prior authorization from the Chair, termination of membership shall be at the discretion of the Chair, and the position may be available for appointment of a different member.

**SECTION 7** Meetings

- A. Regular meetings of the Committee shall be scheduled at least quarterly, or more often as needed, at a time and place within the City limits which is agreed upon in advance by the Committee.
- B. Special meetings and sub-committee meetings may be called at any time by the Chair, provided that notification is given to all interested parties.

**SECTION 8** Compensation, Financial Disclosure

The members of the Committee will serve without compensation, and will not be eligible to have expenses associated with membership, such as mileage, reimbursed. Given these restrictions, although Committee members are still subject to the provisions of the Political Reform Act concerning conflicts of interest with respect to

voting, Committee members will not be subject to the filing of California Fair Political Practices Commission Form 700, Statement of Economic Interests.

## **SECTION 9** Officers

- A. The Officers of the Committee shall be a Chair and Vice-Chair, selected by the membership of the Committee. Other Officers may be appointed as necessary to carry out the work of the Committee.
- B. The Chair and Vice-Chair shall be chosen annually by the Committee at its January meeting.

## **SECTION 10** Duties of the Officers

### A. Duties of the Chairperson

The Chair shall preside at all meetings of the Committee, shall act as the Committee's liaison to the Parks & Recreation Commission, and shall act as spokesperson at other events or meetings as requested by the Parks & Recreation Commission. The Chair shall present annually to the Parks & Recreation Commission at a regularly scheduled monthly meeting.

### B. Duties of the Vice-Chairperson

In the absence or incapacity of the Chair, the Vice-Chair shall assume all duties of the Chair.

## **SECTION 11** Ad-Hoc Committees

The Committee may create such ad-hoc sub-committees as the business of the Committee may require. Each shall be made up of at least one but fewer than a quorum of Committee members and shall have such authority and perform such duties as the Trails Advisory Committee may determine.

## **SECTION 12** Procedures

These procedures shall be reviewed and revised as deemed necessary upon direction by the Parks and Recreation Commission.

APPROVED: Community Services Commission, November 17, 1993  
APPROVED: Community Services Commission, April 17, 1996  
APPROVED: Community Services Commission, September 17, 1997  
APPROVED: Community Services Commission, February 16, 2000  
APPROVED: Community Services Commission, February 20, 2008  
APPROVED: Parks & Recreation Commission, January 15, 2020



May 13, 2020

Buck Martin, Community Services Director  
City of San Marcos  
3 Civic Center Drive  
San Marcos, CA 92069

*Transmitted via email: [bmartin@san-marcos.net](mailto:bmartin@san-marcos.net)*

RE: Unauthorized trail building harming oak woodlands

Dear Mr. Martin:

The California Oaks program of California Wildlife Foundation (CWF/CO) works to conserve oak ecosystems because of their critical role in sequestering carbon, maintaining healthy watersheds, providing wildlife habitat, and sustaining cultural values. CWF/CO was contacted by a concerned resident, Ed Hall (cced on this letter), who reports that residents are destroying oak habitat to construct unauthorized mountain bike trails in lands proximate to Simmons Park and its trails, and in the open space contiguous thereto. Mr. Hall's contact with the City of San Marcos did not resolve the issue, so he requested that CWF/CO write this letter.

We are bringing this matter to your attention because oak woodlands provide food and vital habitat for California's native species, including 2,000 plants, 5,000 insects and arachnids, 80 amphibians and reptiles, 160 birds, and 80 mammals—many of which are listed as threatened, endangered, or are species of special concern, at the state and/or federal level.<sup>1</sup> Davis et al. describe oaks as a "foundation species," using Ellison et al.'s definition of such a species as "...one that 'controls population and community dynamics and modulates ecosystem processes,' whose loss 'acutely and chronically impacts fluxes of energy and nutrients, hydrology, food webs, and biodiversity.'"<sup>2</sup>

The proximity of the destructive trail-building activities to designated open space lands and to the Sphere of Influence area surrounding Lake San Marcos adds urgency to this matter.

Page 6 of the San Marcos *Parks Master Plan Update* addresses the process used to develop new features, including trails: "These proposals are merely a guide to City staff and the community on the future vision for the City's park and trails system. Before many of these individual projects are constructed, additional public outreach, environmental reviews, and fiscal analyses will be required." Page 9 of the Master Plan addresses the role of the Parks and Recreation Department:

The primary focus of the Department revolves around providing a wide array of

<sup>1</sup> Meadows, R. 2007. Oaks: Research and outreach to prevent oak woodland loss. *California Agriculture* 61(1): 7-10.

<sup>2</sup> Davis, F.W., D.D. Baldocchi, and C.M. Taylor. 2016. "Oak Woodlands," chap. 25 in *Ecosystems of California*. Editors: H. Mooney and E. Zavaleta. University of California Press.

recreation and social programs and services to stimulate and enhance the quality of life for residents. This scope of service includes preschool programs, children's day camps, holiday celebrations and special city events, special interest classes, club programs, older adult services and programs, family programs, youth and adult sports, fitness classes, cultural and performing art programs, aquatic programming, liaison work with community groups, trail and nature activities, and parks and trails planning.

Nothing in the Master Plan discusses unauthorized trail-building efforts. Further, the introduction of the **Conservation and Open Space Element** of the City of San Marcos General Plan expresses the City's environmental covenant: "The City recognizes the finite value of the area's environmental resources and is committed to their protection and enhancement." Conservation and Open Space (COS) Goal 1 is to **"Identify, protect, and enhance significant ecological and biological resources within San Marcos and its adaptive Sphere of Influence."** Policy COS-1.2 addresses oak woodlands: "Ensure that new development, including Capital Improvement Projects, maintain the biotic habitat value of riparian areas, oak woodlands, habitat linkages, and other sensitive biological habitats."

Thank you for your consideration of our comments. We welcome your inquiry should additional input on oaks be helpful. Mr. Hall, cc'd in this letter, can provide greater detail about the exact location of the unauthorized trails.

Sincerely,



Janet Cobb  
Executive Officer  
California Wildlife Foundation



Angela Moskow  
Manager, California Oaks Coalition

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Trails Advisory Committee