

**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE PARKS AND RECREATION COMMISSION**

**1. CALL TO ORDER**

The Torrance Parks and Recreation Commission convened in a regular session at 7:05 p.m. on Wednesday, June 10, 2015 in the West Annex Meeting Room, Torrance City Hall.

**2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**

Present: Commissioners Greenberg, Hays, Love, Mayeda, Reilly, Uchima, and Chairperson Baxter.

Absent: None.

Also Present: Community Services Director Jones, Senior Business Manager Minter, Aquatics Program Coordinator Swanson, and Manager/Naturalist Drake.

**3. FLAG SALUTE**

Commissioner Love led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Mayeda moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Hays seconded the motion; a roll call vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF MAY 13, 2015**

**MOTION:** Commissioner Hays moved to approve the Commission meeting minutes of May 13, 2015. Commissioner Uchima seconded the motion; a roll call vote reflected unanimous approval.

**6. ORAL COMMUNICATIONS #1**

**6A.** Community Services Director Jones introduced Sjon Swanson, new Aquatics Program Coordinator who began May 18, noting that he is the first full time staff member overseeing the Plunge and Aquatics Program.

Aquatics Program Coordinator Swanson shared his background and stated that he is looking forward to working with the City.

**7. OLD BUSINESS – None.**

**8. NEW BUSINESS**

**8A. ACCEPT AND FILE THE 2014 MADRONA MARSH ANNUAL REPORT**

The Commission welcomed Madrona Marsh Preserve Naturalist/Manager Tracy Drake who presented the Friends of Madrona Marsh Annual Report 2014. She provided a PowerPoint presentation describing the year in review of projects and programs at the Preserve and Nature Center. She described the citizen movement and development of the Preserve. She stated that there were 29,387 visitors in 2014 and that 9,222 people attended programs or classes. She expressed appreciation to the 6,573 volunteers who donated 16,127 hours to assist with restoration and enhancement of the Preserve's habitats.

Due to technical difficulties, at 7:17 p.m. the Commission considered Item 8B out of order.

**8B. APPROVAL OF JULY IS PARKS AND RECREATION MONTH PROCLAMATION**

Community Services Director Jones presented a draft 2015 Proclamation to celebrate July as Parks and Recreation Month. He recommended that the Commission concur in requesting that City Council adopt the Proclamation at its June 23 meeting. Chairperson Baxter offered to attend the meeting to receive it.

**MOTION:** Commissioner Uchima moved to accept as presented the 2015 Proclamation to celebrate July as Parks and Recreation Month. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval.

**8A. ACCEPT AND FILE THE 2014 MADRONA MARSH ANNUAL REPORT**

Naturalist/Manager Drake discussed the wet and dry cycles of the Preserve and the thousands of plants that are planted each year for restoration. She shared information about the Nature Center where children are taught to paint and draw, and Science Fair students are mentored. She showed slides of trees, birds, insects, and animals that frequent the Preserve, noting that nothing on the Preserve is toxic or poisonous. She stated that they connect nationally with 3,000 organizations on eBird and follow Federal and State regulations to meet water quality and recreation standards. She recognized Friends of Madrona Marsh who provide funding, bird walks, and docent-led tours and classes. She discussed grants that helped provide a huge biofilter, hawk camera, and restoration of the Chevron corner. She expressed her appreciation to Commissioners for their support and invited them to tour the Preserve.

Responding to Commissioner Reilly's inquiry, she explained that when there is too much water it goes into the sump where it can be pumped out.

Commissioner Greenberg inquired about reptiles and she stated that there are three species of lizards as well as California king and gopher snakes. She added that even with the drought they expect to have water through August.

**8C. NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR**

Community Services Director Jones recommended that the Commission follow past practice and consider nominating for Chairperson and Vice-Chairperson those Commissioners who have the most seniority. He stated that the new Chairperson would take over at the July 8 Awards dinner and lead the first meeting on August 12.

Commissioner Uchima, seconded by Commissioner Love, nominated Commissioner Greenberg for Chairperson and Commissioner Reilly for Vice-Chairperson of the Commission. There were no further nominations and Commissioners Greenberg and Reilly were elected on a unanimous roll call vote.

**8D. APPOINTMENT OF GRANTS COMMITTEE MEMBERS AND ELECTION OF CHAIR TO GRANTS COMMITTEE**

Community Services Director Jones reported that, with Commissioner Hays' term expiring in July, it was time to rotate the most senior Commissioner into the Grants Standing Committee. He stated that the Grants Committee plans to meet seven or eight times per year on the fourth Monday of the month, with the next meeting scheduled for August 24.

**MOTION:** Commissioner Hays moved to appoint Commissioner Reilly to the Grants Standing Committee. Commissioner Mayeda seconded the motion; a roll call vote reflected unanimous approval.

Senior Business Manager Minter informed the Commission that the Mayor requested and Councilmembers approved the creation of a new Community Services Commission that would focus on programs for veterans, special needs, and homeless. He stated that City Manager staff is working on the mission and goals and that the new Commission would probably begin meeting in January 2016.

When Chairperson Baxter stated that he has a conflict on the fourth Monday of the month and would need to step down, Community Services Director Jones raised the possibility of meeting on another night or before regularly scheduled Commission meetings. He asked Chairperson Baxter to hold off until he can research alternatives.

**9. STANDING COMMITTEE UPDATES**

**9A. GRANTS COMMITTEE**

Committee Chair Hays reported that the Grants Committee met on June 9 and completed reformulating the Grants Program. He stated that the new application and criteria would come to the Commission for review and approval on August 12.

**10. MONTHLY DEPARTMENT ACTIVITY**

**10A. ADMINISTRATIVE SERVICES DIVISION**

Senior Business Manager Minter noted that the Administrative Services Division Report for May 2015 was included in agenda packets.

**10B. PARK SERVICES DIVISION**

Manager/Naturalist Drake reported that staff has been looking at irrigation heads and stations in all City parks to meet State requirements and announced that water usage in the City decreased 26% in May. She discussed a presentation on water conservation that was given to a delegation of water supervisors from China.

**10C. RECREATION SERVICES DIVISION**

Community Services Director Jones noted that the Recreation Services Division Report for May 2015 was included in agenda packets.

**11. CORRESPONDENCE FOR COMMISSION REVIEW TO ACCEPT AND FILE OR FOR CONSIDERATION AT A FUTURE MEETING – None.**

**12. ORAL COMMUNICATIONS #2**

**12A.** Community Services Director Jones stated that the theme for the July 8 Parks and Recreation Awards dinner is Superheroes in the Community.

**12B.** Community Services Director Jones announced that on June 9 City Council approved placing bocce ball back on the basketball court at Columbia Park.

**12C.** Commissioners and staff expressed their appreciation to Chairperson Baxter for his year of service as Chairperson. Chairperson Baxter stated that the position was interesting and thanked them for their support and opportunities to engage with the community.

**12D.** Commissioner Mayeda informed the Commission of the passing of former Councilmember Dick Rossberg.

**13. ADJOURNMENT**

**MOTION:** At 8:17 p.m., Commissioner Uchima moved to adjourn the meeting to August 12, 2015 at 7:00 p.m. in the West Annex Meeting. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval.

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| Approved as submitted<br>August 12, 2015<br>s/ Rebecca Poirier, City Clerk |
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