



## PARKS AND RECREATION ADVISORY BOARD

October 8, 2018

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

### Minutes

#### Members Present: (5)

Mayor – Adrienne Moody  
District 1 – Romaree Friedman Herbert  
District 5 – Theresa Welch Fordham (Vice Chair)  
District 6 – Sandra Olivar  
District 7 – Sylvia Carreon

#### Members Absent: (4)

District 3 – Edward Frausto  
District 2 – David J. Ochoa  
District 4 – Julia Smith  
District 8 – Simon Chandler (Chair)

#### City Staff Present

Tracy Novak, Director  
Elsa Ramirez, Board Recording Secretary  
Joel McKnight, Assistant Director  
Joe Rodriguez, Interim Assistant Director  
Steve Lunsford, Park Superintendent  
Gloria Venzor, Project Manager  
Samm Ortega, Facilities Maintenance Supervisor

#### City Attorney – Legal

Leslie Jean-Pierre, Assistant City Attorney

#### Public Present

None

1. Agenda Item #1. Meeting Called to Order  
Theresa Welch Fordham, Chair, called the meeting to order at 5:30 p.m.
2. Agenda Item #2. Approval of Minutes: September 10, 2018  
Theresa Welch Fordham, Vice Chair, asked the Board members if they had time to review the minutes and approve.  
  
*Motion by Sylvia Carreon to accept minutes as written, seconded by Romaree Friedman Herbert.  
Motion carried (unanimous).*
3. Agenda Item #3. Call to the Public (for items not on the agenda)  
None
4. Agenda Item #4. **Update and Discussion:** Facilities Maintenance Activities – Victor Rivera, Facilities Maintenance Supervisor

Sam Ortega, Facilities Maintenance Supervisor made the following report:

- Memorial Senior Center – Painting and installing gate plates for interior doors and replacing the AC vents for the re-opening of the center.
- Veteran's Pool – Obtaining supplies for painting shell of the pool.
- Happiness Nutrition Center – Replaced skylight and two exit doors that were not part of scope of renovation
- San Jacinto Plaza – Electrical circuits have been run on Mills side of park for the Celebration of the Lights parade

*Sam Ortega, Facilities Maintenance Supervisor, left at 5:32 p.m.*

5. Agenda Item #5. **Update and Discussion:** Arbor Day Update – Steve Lunsford, Land Management Superintendent

Steve Lunsford, Land Management Superintendent, gave the Board an update of arrangements being made for the Arbor Day event on November 2, 2018 and what their involvement will be.

A discussion was held with the Board on this item.

Tracy Novak, Director, mentioned to the Board that they were just recently accredited. They are planning to present at City Council in November. Mr. Novak also mentioned that they had just applied for a grant with the Texas Parks and Wildlife Department for all abilities playgrounds but will not know anything until next year on approval.

6. Agenda Item #6. **Update:** Update on CD Projects underway for NIP/CDBG – Gloria Venzor, Project Manager

Gloria Venzor, Project Manager, made a presentation to the Board on this item. The following projects were reported:

CDBG projects

Under design phase:

- Student Memorial Park Improvements: Replacement of existing playground, canopy over playground, and park equipment.
- Leona Ford Washington Recreation Center – replacement of floors, paint inside and outside and other improvements.

Projects under construction:

- Chamizal New Park – new park, playground, spray park, park equipment, landscape irrigation, and parking area.
- Edgemere Trail – new concrete, new landscape
- E.L. Williams Park – new sidewalk, parking lot, concrete plaza, new playground, landscape and irrigation.

- Borderland Park – retrofit existing lighting in basketball court, resurface existing basketball courts, new swings and benches, and new canopy over playground
- Thorn Park – new all abilities playground, canopy over playground, picnic tables, parking area
- Tom Lea Park – new zip line equipment, new sidewalk, new canopy over playground, shelter, and new picnic tables
- Memorial Senior Center – new flooring, new paint inside, and new ceiling tiles

Projects completed this year:

- Happiness Senior Center – new refrigerated air, new floor, new paint, new ceiling, new exercise room, kitchen renovation, and patio remodeling.
- Boys Club – new Futsal courts with fence, landscape, and irrigation improvements
- Vocational Park – new area lighting, canopy over playground, and picnic tables
- Playa Drain Trail – new accessible pathway, landscape, irrigation, and park equipment like benches and trash cans
- Blackie Chesher Park – new accessible parkway, lighting, park equipment, and irrigation

NIP following completed projects:

- Mountain View Park – new park lighting and bike rack
- HT Ponsford – new concrete for ADA pathway
- Houston Park – new benches, picnic tables, and trash receptacles
- Jack D. Quarles Park – new seeding, new volters, and new trees
- Coyote Park – new lighting system, new sidewalk, and new picnic tables with metal canopies and trash receptacles
- Shawver Park – new benches, trash receptacles,, bike rack, and trees
- Montoya Heights Park – new picnic tables with metal canopy, trash receptacles, and a bike rack.
- Thomas Manor – is on hold until completion of El Paso Water Utilities project.

*Gloria Venzor, Project Manager, left at 5:47 p.m.*

7. Agenda Item #7. **Discussion and Action:** November Parks and Recreation Advisory Board Meeting (Holiday, November 12<sup>th</sup> – Veteran’s Day) – Tracy Novak, Director

Tracy Novak, Director, let the Board know that the City just approved the legal observance of Veteran’s Day which will be November 12 when the next Board Meeting is scheduled to take place. Would the Board like to schedule to another day or skip the month of November?

Theresa Welch Fordham, Vice Chair, mentioned that elections need to take place next month and meeting should be scheduled for another day.

*Motion by Sylvia Carreon to move the Parks and Recreation Advisory Board Meeting scheduled for November 12<sup>th</sup> to November 14<sup>th</sup> instead, Adrienne Moody seconded. Motion carried (unanimous).*

8. Agenda Item #8. **Subcommittees:**

- a. **Discussion and Action:** Subcommittee Assignments (as needed)
- b. **Discussion and Action:** Pending Subcommittee Recommendations (as needed)

9. Agenda Item #9. **Reports on Recent Activity**

- a. Recent City Council Agenda Items List
- b. Upcoming Committee Meetings List
- c. Land Acquisition List - None
- d. Parks and Recreation Construction Projects List

No questions from the Board on these items.

10. Agenda Item #10. **Discussion:** Identify Items for Future Agendas

- 1. Update on Winterfest Celebration

Theresa Welch Fordham, Vice Chair, asked if the Tree Subcommittee Members can be invited to the Celebration of Lights.

Tracy Novak, Director, let Mrs. Fordham know that they will be included.

11. Adjournment – 6:03 p.m.

Minutes submitted by Elsa Ramirez, Board Recording Secretary