

SUMMARY ACTION MINUTES
(Action Items Displayed in *Italics*)

I. ROLL CALL

Alternate Chairperson Shawver and Subcommittee Members Larson, Vanderhoff, and Webber were present. Chairperson Koos and Subcommittee Member Carter were absent. Subcommittee Member Radovich arrived at 7:18 p.m.

II. PUBLIC PARTICIPATION

At this time, members of the public may address the Subcommittee on items of public interest that are within the jurisdiction of the Subcommittee and are not contained in tonight's agenda.

Helen Maurer, representing the Sierra Club Conservation Committee and Safe Trails Coalition, spoke about trail safety and etiquette between hikers and bikers.

III. CONSENT CALENDAR (Item A)

The following item will be approved by one motion unless a Subcommittee member requests to pull a specific item.

A. Approve Subcommittee minutes for December 1, 2021.

Motion: Subcommittee Member Larson

2nd: Subcommittee Member Webber

Approved: 4-0

IV. DISCUSSION CALENDAR MATTERS (Items A-B)

A. TRAIL USE DESIGNATIONS PILOT PROJECT UPDATE

Staff will provide an update on the Trail Use Designations Pilot Project that encompasses use and directional changes on certain trails in the County park system.

Pam Passow, OC Parks Deputy Director, provided an update on the Trail Use Designations Pilot Project and answered the Subcommittee Members' questions.

RECOMMENDED ACTION:

Receive and File.

B. 2022 TRAIL PROJECT UPDATES

Staff will provide an update on significant trail projects in the County park system.

SUMMARY ACTION MINUTES
(Action Items Displayed in *Italics*)

- Santa Ana River Trail Bridge Repairs
- Aliso Creek Bikeway Drainage Repairs and Slope Stabilization
- Peters Canyon Trail Segment Addition
- Santiago Oaks Regional Park Windes and Pacifica Trail Reroutes

Rory Paster, OC Parks Trails & Mapping Coordinator, presented updates on trails projects and answered the Subcommittee Members' questions.

Natalia Gaerlan, OC Parks Planning and Design Manager, answered the Subcommittee Members' questions.

RECOMMENDED ACTIONS:

Receive and File.

V. SUBCOMMITTEE MEMBER COMMENTS AND REPORT

At this time, Subcommittee members may comment on agenda or non-agenda matters and ask questions of staff, provided that no action may be taken on off-agenda items unless authorized by law.

VI. ADJOURNMENT 7:31 p.m.

ORANGE COUNTY PARKS TRAILS SUBCOMMITTEE

STAFF REPORT

FROM: Natalia Gaerlan, Planning & Design Manager, OC Parks **DATE:** May 17, 2022

SUBJECT: Amendments to the Orange County Parks Trails Subcommittee Guidelines

On April 7, 2016, the Orange County Parks Commission (Commission) voted to approve the creation of the Orange County Parks Trails Subcommittee (Subcommittee) and approved the Subcommittee's Guidelines (Guidelines). The Guidelines outline the purpose, duties, membership, and other aspects of the Subcommittee. The Guidelines were amended on June 6, 2019 to capture improvements to Subcommittee processes such as clarifying roles related to developing and approving agenda items and refining timelines for updating the Commission following Subcommittee meetings.

Further amendments are now proposed to the Guidelines to align them with the Commission in regard to meeting times and location options and to continue clarifying and improving the Subcommittee's organization and processes. The following amendments of the Subcommittee Guidelines shown below are proposed, please see Attachment A for the redlined Guideline amendments. Any Subcommittee recommended Guideline amendments will subsequently be voted upon by the Commission at its June 2, 2022 meeting.

OC Parks Mission Statement

Section I of the Guidelines begins with the mission statement of OC Parks at the time of the Subcommittee's formation: "as a steward of significant natural and cultural resources, OC Parks manages and operates a system of regional parks, beaches, harbors, trails and historic sites that are places of recreation and enduring value" The OC Parks Strategic Plan was updated and adopted by the Board of Supervisors on December 4, 2018. Under the current Guidelines, the mission statement of OC Parks is outdated and needs amending to state the current OC Parks mission statement.

The proposed amendment will replace the old mission statement with the following current mission statement: "We preserve and enhance OC Parks' natural and cultural resources for recreation, education, and exploration."

Background of Subcommittee Guidelines

Section I describes the background of the Subcommittee, including the Commission's approval of the Subcommittee Guidelines at its April 7, 2016 meeting, but does not discuss further revisions of the Guidelines after that date. It is proposed to add language describing subsequent revisions of the Guidelines and the purpose of current proposed revisions. The proposed amendments would include additional details about amendments made to the Subcommittee's Guidelines which were approved on June 6, 2019.

Subcommittee Meeting Time

The current Guidelines declare that meetings of the Subcommittee shall be held quarterly between the hours of 7:00 p.m. and 8:00 p.m. To align the Subcommittee meeting time with the meeting time of the Commission, as approved by the Commission on February 3, 2022, update of the Subcommittee meeting time from 7:00 p.m. to 6:00 p.m. is proposed.

OC Parks is a department within OC Community Resources (OCCR). Various departments within OCCR also have a board, commission, or committee (BCC), and these BCCs meet at various times. The proposed change to the meeting time for the Subcommittee to 6:00 p.m. would not conflict with other OCCR BCC meetings and would still keep the meeting accessible for members of the public who can only attend outside of normal business hours. Public notice will be provided on the Subcommittee's webpage by May 13, 2022 in advance of the May 17, 2022 Subcommittee meeting to indicate that this amendment will be considered by the Subcommittee at the meeting.

Field Trip Option

Currently, the Guidelines are silent as to options for field trips. Subcommittee members have expressed interest in attending occasional field trips related to the subject matter jurisdiction of the Subcommittee. A proposed amendment to the Guidelines will allow for field trips in lieu of or in addition to a regular Subcommittee meeting. Under this amendment, the Subcommittee, as assisted by OC Parks staff, will ensure that any field trip be accessible to members of the public and relate to the subject matter jurisdiction of the Subcommittee.

Subcommittee Member Meeting Attendance

Current provisions of the Subcommittee Guidelines limit members to two absences within any 12-month period before automatically vacating the position and appointing a successor. It is proposed that the Guidelines be amended to allow the Subcommittee Chairperson to consider extenuating circumstances and determine if two absences within any 12-month period qualify for the position to be vacated.

OC Parks Subcommittee Staff

The current Guidelines specify various roles and responsibilities to be carried out by the OC Parks Trails Coordinator related to the agenda but fails to include the Subcommittee Executive Officer. To promote consistency with other OCCR BCCs and to provide flexibility in allocating staff resources, a proposed amendment will shift agenda responsibilities from the Trails Coordinator to the Executive Officer or designated staff. An amendment to the Guidelines also defines the Executive Officer as the OC Parks Planning and Design Manager or his or her designee.

Term of Office

The term of office for each non-Commission member of the Subcommittee is limited under the current Guidelines to two-year terms with a maximum of three consecutive terms for six years total. A proposed amendment will add language to the Guidelines to further

clarify membership eligibility by specifying that terms can only be for a maximum “six consecutive years total”.

Voting Majority

The current Guidelines do not specify what constitutes a voting majority of the Subcommittee members. A proposed amendment will add language to the Guidelines to clarify what constitutes a voting majority, as defined by the Board-approved County Bylaws Template. This amendment will promote consistency with the Commission as well as other OCCR BCCs.

Grammar and Consistency

Additional proposed amendments to the Guidelines are to streamline grammar and ensure consistent terms throughout the document. These amendments do not affect the duties or functions of the Subcommittee and can be reviewed in Attachment A.

County Board approval is not required under the Subcommittee’s Guidelines nor the Orange County Codified Ordinances. Since the Subcommittee was created by and is accountable to the Commission, the Guidelines, if approved for recommendation to the Commission by the Subcommittee, require Commission approval prior to implementation.

RECOMMENDED ACTIONS:

1. Recommend that the Orange County Parks Commission approve the proposed amendments to the Orange County Parks Trails Subcommittee Guidelines.

 for Natalia Gaerlan
Natalia Gaerlan

ATTACHMENT(S):

Attachment A – Proposed Guideline Amendments – Redlined

OC Parks Trails Subcommittee Guidelines

Revised 6/6/2019

I. BACKGROUND

The mission of OC Parks, a department within the County of Orange, states that ~~“as a steward of significant~~We preserve and enhance OC Parks’ natural and cultural resources, ~~OC Parks manages and operates a system of regional parks, beaches, harbors, trails and historic sites that are places of for~~ recreation, education, and ~~enduring value”.~~exploration.” The Orange County Parks Commission (Commission) was established by the County Board of Supervisors to act as an advisory body to the Board of Supervisors and the Director of OC Parks (Director).

OC Parks and the Commission require a working group to assist in matters involving County trails and bikeways and in planning an appropriately designed, operated, and maintained regional trail system that will achieve OC Parks’ ~~Strategic Plan~~ goal of maintaining a safe and healthy environment for the public ~~and~~ as outlined in the County General Plan.

To meet this need, the Commission, at its April 7, 2016 meeting, voted to approve the establishment of a Trails Subcommittee (Subcommittee) and ~~the guidelines contained in this document~~Subcommittee guidelines. The Subcommittee guidelines were revised on June 6, 2019. Updates to the guidelines contained in this document are proposed for consistency with other OC Parks and County Boards, Commissions, and Committees, and to continue improving Subcommittee processes.

II. PURPOSE

The primary purpose of the Subcommittee is to provide support and act as an advisory body to the Commission on matters involving County trails and bikeways.

III. DUTIES

When requested by the Commission or Director:

- A. Review and provide comments and recommendations to the Commission for updates to the County’s Master Plan of Riding and Hiking Trails, Master Plan of Bikeways, and various documents and maps related to County trails and bikeways.
- B. Provide input regarding the prioritization of proposed trail and bikeway connections, gap closures, acquisitions, and improvement projects during the annual OC Parks budget development process.

- C. Serve as a forum for public input and communication regarding County trail use, operations, and maintenance that would facilitate a constructive balance between various trail user groups, including but not limited to hikers, equestrians, cyclists, and runners.
- D. Assist with OC Parks data gathering objectives, as needed, such as providing trail counts and reporting trail issues.
- E. Promote and encourage responsible trail use.
- F. Provide a forum for the public to provide comments and feedback with respect to planning, design and maintenance of trail/bikeway projects.
- G. Review and make recommendations to the Commission on plans and specifications for proposed regional trails and off-street bikeway improvements.
- H. Review and make recommendations to the Commission on policies and procedures for trail use and management, including enforcement methods.
- I. Provide recommendations to the Commission on active transportation events and special use of trails and bikeways.
- J. Perform specific tasks as authorized by the Commission or Director.

IV. LIMITATIONS

The Subcommittee shall serve in an advisory capacity to the Commission. It shall have no independent duties and no authority to take actions that bind the Commission or the County of Orange. No expenditures or requisitions for services and supplies shall be made by the Subcommittee.

V. MEETINGS

- A. The officers of the Subcommittee shall consist of a Chairperson and an Alternate Chairperson and shall be appointed by the Commission. The Chairperson and Alternate Chairperson positions shall be for a term of one year or until a successor is appointed by the Commission. The OC Parks Planning and Design Manager, or his or her designee, shall serve as the Executive Officer of the Subcommittee.
- B. Meetings of the Subcommittee shall be held quarterly ~~between the hours of 7pm and 8pm~~ at 6:00 pm at OC Parks Headquarters, 13042 Old Myford Rd., Road, Irvine 92602.

C. The Subcommittee may elect to conduct a field trip in lieu of or in addition to

a regular meeting.

~~C.D.~~ Each meeting shall be open to the public, and the Subcommittee shall give notice of its meetings and conduct those meetings as required by law.

~~D.E.~~ A quorum constitutes more than one-half of the Subcommittee members, including at least one Commissioner, for the transaction of business at a meeting. At any regularly called meeting lacking a quorum, the members present may constitute themselves a “committee of the whole” for the purpose of discussing matters on the agenda of interest to the Subcommittee members present, but may not take any action. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

~~E.F.~~ If a member is absent from two regular quarterly Subcommittee meetings in any 12-month period, the position shall ~~automatically~~ be vacated at the discretion of the Chairperson, and a successor shall be appointed to fill the remainder of that member’s term.

~~F.G.~~ Any vacancy in the Subcommittee shall be filled by the Commission at its next regular meeting. The successor to any vacancy shall hold office for the balance of the unexpired term of that office.

~~G.H.~~ Each member of the public appearing at a Subcommittee meeting shall be afforded two minutes in his or her presentation, unless the Chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Subcommittee may submit written statements, petitions, or other documents to complement his or her presentation. The Chairperson shall manage public comment and meeting duration as appropriate to accomplish the goals of the Subcommittee. If a member of the public wishes to speak for more than ~~two~~ minutes and is not granted permission by the Chairperson, a Subcommittee member may make a request for additional speaking time in the form of a motion to the ~~chair~~Chairperson; and if the motion is seconded, a vote shall be taken to determine if additional speaking time will be granted.

~~H.I.~~ All meetings held by the Subcommittee shall be conducted in compliance with the Brown Act, California Government Code Section 54950 et seq., and its requirement that public commissions, boards, and councils and other public agencies conduct the people’s business openly.

~~I.J.~~ All Subcommittee members shall comply with the provisions of the Political Reform Act of 1974, California Government Code Sections 1090 et seq. and 87100 et seq., concerning conflicts of interest.

VI. AGENDAS

The ~~Chairperson and Alternate Chair~~Executive Officer, in consultation with the Chairperson, Alternate Chairperson, and Director, shall determine the items to be placed on the Subcommittee agenda.

~~The OC Parks' Trails Coordinator~~Parks Subcommittee Executive Officer or designated staff shall prepare the agenda for each meeting in consultation with Planning & Design Staff, the Director, Chairperson, and Alternate ~~Chair~~Chairperson. Material intended for placement on the agenda shall be delivered to the ~~Trails Coordinator~~Executive Officer or designated staff on or before 12:00 p.m. on the date established as the agenda deadline for the forthcoming meeting. ~~The Trails Coordinator~~The Executive Officer or designated staff may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information, or is in need of staff review and report prior to Subcommittee consideration.

Agenda items can be initiated by the following:

~~Orange County Parks~~-Commission-
~~OC Parks~~ Director
~~OC Parks Trail Coordinator~~Subcommittee Executive Officer or designated staff

Any proposed agenda item not initiated by the Commission or Director that requires a significant amount of OC Parks' staff time for research and preparation shall be approved by the Director ~~prior to being accepted by the Trails Coordinator~~ for placement on the agenda and action by the Subcommittee.

Unless otherwise determined by the Commission or Director for a particular agenda or agenda item, all Subcommittee agenda items shall be approved by both the Commissioners that serve as the Chairperson and Alternate ~~Chair~~Chairperson prior to release of the agenda to the Subcommittee members and public.

VII. MEMBERSHIP

The Subcommittee shall consist of seven regular members appointed by the Commission, with one sitting Commissioner serving as Chairperson. All members shall live in the County of Orange during their term on the Subcommittee.

A. COMMISSION MEMBERS

Two Commission members shall be elected to serve on the Subcommittee. One shall serve as Chairperson, and one shall serve as Alternate ~~Chair~~Chairperson. The Chairperson shall be appointed by the Commission.

B. OTHER MEMBERS

Five members from the community shall be selected to serve on the Subcommittee by the Commission based on a review of applications in which interested parties are asked to describe their involvement and expertise in trails and bikeways.

There is a desire to establish a subcommittee that provides a balanced representation from various geographic areas of the county, as well as the various trail user groups (pedestrians/hikers, equestrians, mountain bikers, road cyclists) and environmental organizations. Since many existing and proposed trails are located within open space, wilderness, and preserve areas, it is preferred that members have an understanding of the environmentally sensitive conditions and constraints associated with implementing trails in wildland areas.

Members of the Subcommittee (including the Commissioners) serve at the will and pleasure of the Commission. Therefore, they may at any time be removed from the Subcommittee, with or without cause, by a majority vote of the Commission whenever, in its discretion, the best interests of the OC Parks shall be served thereby.

C. COMPENSATION

Membership on the Subcommittee is strictly voluntary, and no compensation, benefits, or reimbursements are included or offered to the members (this includes parking passes/fees, park/attraction entrance fees, park use fees, etc.).

Upon expiration of their term or removal from office, such members shall not be entitled to any compensation or any other benefits that may have been granted during their term.

VIII. TERM OF OFFICE

The term of office for each non-Commission member shall be two years with a maximum of three consecutive terms (six consecutive years total).

The term of a Commissioner is limited to his or her service on the Commission.

Appointments and renewal of appointments to the Subcommittee shall be voted on by majority vote of the Commission during a regularly scheduled Commission meeting.

IX. GOVERNANCE

A. The Subcommittee shall provide a draft agenda to the Commission at least one week prior to the Subcommittee meeting for review.

- B. The Subcommittee shall provide an update to the Commission regarding the Subcommittee meeting at the next regularly scheduled Commission meeting subsequent to the Subcommittee meeting.

X. TERMINATION OF SUBCOMMITTEE

The Subcommittee may terminate upon any of the following circumstances:

- A. The dissolution or termination of the Commission.
- B. The Board of Supervisors may, by majority vote, terminate the Subcommittee at any time.
- C. The Commission may, by majority vote, terminate the Subcommittee at any time.
- D. Five-year review and extension: Upon formation, which shall mean the date of the Commission's meeting where the Subcommittee has established its full membership as described herein, the Subcommittee shall automatically terminate five years thereafter unless a majority of the Commission votes to extend the Subcommittee for an additional five years. This process shall be repeated unless and/or until the Subcommittee is terminated.

XI. VOTING MAJORITY

Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the Subcommittee, except as otherwise provided by these Guidelines.

Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a "non-vote" – neither a vote in the affirmative nor in the negative.

However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing Subcommittee meeting, six (6) voting members of the Subcommittee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.