Chair Christopher Watt called the meeting to order at 3:00 p.m. in Conference Room No. 5, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

 Paths, Open Space, and Creeks Commission Chair Christopher Watt presiding.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CORRESPONDENCE**

4. **APPROVAL OF MINUTES**

   There was a brief discussion about past POSCC minutes and how they were handled.

5. **COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

   **Presenters:** Susan Knopf and Pinky Kushner requested they be put on an email list to be advised of upcoming POSCC meetings.

   Information was given regarding projects POSCC has been involved with to include the Doolin Creek Riparian Enhancement Plan with input and assistance from other such groups as Friends of Gibson Creek and TAG.

6. **NEW BUSINESS**

   a. introduction – Staff and Commission

   Everyone in attendance introduced themselves.

   **Presenter:** Community Development Director Craig Schlatter

   - Thanked the Commissioners for volunteering their time to serve on POSCC.
• Noted Division 1, Chapter 4, Article 1B established by City Ordinance No. 1045 establishes the purpose and function of the Paths, Open Space, and Creeks Commission as provided for in City Code section 1022 that outlines the duties and powers of POSCC as an advisory body that reports to City Council.

• Explained while not outlined in an ordinance the Brown Act advocates that some type of parliamentary or other decorum must be followed relevant to the composition, roles/responsibilities, and activities of boards, committees and commissions and asked if the Commission was interested in adopting Rules of Conduct. It appears no Rules of Conduct have not been formulated for POSCC such that the commission may want to consider adopting the same or similar Rules of Conduct established for the Planning Commission and City Council.

• City Council has directed all City boards and commissions use action minutes format and explained the concept. Staff will implement this format for POSCC at the next meeting.

• Discussion about future Commission meetings and items for discussion may include the Wagenseller Park Feasibility Analysis, General Plan implementation elements and/or other items.

There was staff/POSCC general discussion regarding Rules of Conduct relative to Robert’s Rules of Order and parliamentary procedures/rules.

Chair Watt commented on the duties and responsibilities of POSCC in accordance with UCC section 1022 as it pertains to POSCC’s powers and duties for General Plan implementation goals relevant to open space and conservation elements and acquisition/preservation of City paths, open space, and creeks. Is of the opinion the language does not clearly define POSCC’s role and/or give appropriate direction on how implementation of the elements can be effectively accomplished. It is important to have a definitive understanding of the aforementioned procedure and have documented progress reports on how best to implement the three elements in section 1022.

Commissioner Lang would like to have printed material for her agenda packet.

There was staff/POSCC discussion regarding frequency of meetings.

It was the consensus of the Commission to have monthly meetings. The next POSCC meeting is Wednesday, October 3, 2018.

PUBLIC HEARING OPENED: 2:45 p.m.

Public comments:

Susan Knopf has concerns regarding Public Works clearing of vegetation and/or clean-up work done in creeks. POSCC wrote a creek maintenance and protection plan.

Pinky Kushner would like the aforementioned creek maintenance plan to be implemented. Related to parliamentary rules/rules of conduct, her preference is to have public workshop formats, but in compliance with the Brown Act rules rather than the more formal meetings for POSCC-related discussion topics.

PUBLIC HEARING CLOSED: 2:50 p.m.
b. Brown Act Refresher and Discussion Regarding Roles and Responsibilities of City of Ukiah Paths, Open Space and Creeks Commissioners.

**Presenter: Community Development Director Craig Schlatter**
- Discussed the Brown Act handout in the agenda packet concerning compliance with the rules and regulations for gatherings by majority, including public involvement.
- POSCC can set time limits on public comments.
- Only agendized matters can be discussed at meetings where reactive discussions are discouraged.
- Advised the City Traffic Engineering Committee (TEC) can act as an overlap to POSCC-related topics where establishing a POSCC role on this committee may be an option to consider.

There was further discussion regarding parliamentary rules and/or rules of conduct and the Brown Act and if consideration can be given to having workshop formatted meetings.

**Commissioner Chandler** explained the concept of ‘Ex parte Conduct’ and how this works for the benefit of a board/commission as a way for people to publicly meet in another setting and be able to disclose and share the information at regular commission/committee meetings.

**Chair Watt** proposed the following items for future action:

1) Review and discuss parliamentary rules/conduct from the Planning Commission and City Council and set schedule for regular meetings.
2) Consider public notification options concerning POSCC meetings.
3) Review the purpose/role of POSCC as set forth in the POSCC ordinance in relation to how the General Plan depicts the open space element/other related elements and obtain the City Attorney’s opinion, if necessary.

Other future POSCC discussion items:
- Extract implementation element sections of the General Plan that have relevance to POSCC and present to POSCC for discussion to address such questions as where does POSCC fit in the open space and transportation element? What land is zoned open space? Is there land that is city-owned that can be re-zoned to open space?

7. **MATTERS FROM THE COMMISSION**

8. **MATTERS FROM STAFF**

9. **ADJOURNMENT**
   There being no further business, the meeting adjourned at 4:06 p.m.

Cathy Elawadly, Recording Secretary