

Lake County Recreation Advisory Board

Commissioner's Charge

Welcome. Thank you for your strong interest and dedication towards improving recreation in Lake County. We feel we have a great initial plan, based on substantial community input and support, and a momentum that we hope this Advisory Board can carry forward. As we begin our journey together with this endeavor, we would like to highlight a few items from a commissioner's perspective.

1. Remember this is an advisory board not an authoritative board. Expect to advise, discuss, provide direction/vision and represent the community on recreation issues with the Commissioners, and the Recreation Director; do not expect to give direct instructions/orders to county employees. That's the County's job.
2. Please endeavor to represent the entire Lake County community and its' guests in setting recreation priorities, allocating resources and providing recreation activities/facilities for all ages, abilities and interests. This is where the Master Plan is helpful.
3. Please bear in mind that although we encourage developing recreation in the county as fast as possible, that we currently do have limited financial resources. Please try to be patient with the difficult task of balancing development with available resources. We encourage acquiring financial resources outside of the county's tax revenue stream but we must still be accountable in the appropriate use of these assets. Please try to leverage financial assets whenever possible, i.e. grant matching.
4. As Commissioners we will attempt to defer recreation issues to the Advisory Board, and the Recreation Director where the priorities and resources may be better understood from a long-term, master plan point of view or vision. We would also like for the Advisory Board to have as much self-autonomy as possible. However, keep in mind we cannot delegate our fiscal responsibility, that all departments must follow standard appropriation procedures and that all Lake County citizens have the right to talk directly with their elected officials. Commissioners must approve all expenditures, every department has a budget to justify and stay within, and please don't feel you're being circumvented as an Advisory Board when a citizen goes directly to a commissioner on a recreational issue.
5. The County has agreed to be the single main entity in the community to operate & maintain recreation facilities & programs but this won't happen overnight nor will it necessarily be all encompassing. The Recreation Department (and Advisory Board) is to be the leader in recreation but not a recreation "czar" who does all for everyone for free. Concepts such as 1) recreation is and will continue to be partly subsidized by taxpayers, 2) that some type of "user fee" (where practical and reasonable) is needed, 3) that volunteer help will always be a large part of recreation, and 4) the Department/Board is here to help organize, coordinate, provide more stability & resources and work with various organizations/committees, not control or replace them.
6. Please be mindful of the existing committees working on recreation issues. Recreation in Lake County will only move forward with the spirit of cooperation, teamwork, good will and support of all of these volunteer groups. Open a dialogue with them as soon as possible and bring them together with your Advisory Board and assist them in any way possible. Communication is the key to a successful Board
7. Be guided by the Recreation Advisory Board Charter. Use it as a compass, along with the Recreation Master Plan, to formulate a vision of Lake County recreation.
8. We thank each of you for getting involved and making a difference in Lake County.

Charter

Lake County Recreation Advisory Board

Mission

Provide vision, guidance, and direction on recreation to the Lake County Commissioners.

Goals

1. To work with the Recreation Director and Lake County Commissioners to provide, promote and expand recreational facilities, services and activities for the citizens and guests of Lake County.
2. To meet regularly with Lake County citizens, businesses, governmental agencies and groups dedicated to Lake County recreation facilities, services and activities to meet community needs.
3. To coordinate efforts between the various recreation services and activities to provide a recreation calendar of events to be promoted throughout the year.
4. To provide a forum for new recreational endeavors to become part of the Lake County community.
5. To provide the mechanism for recreation groups to obtain grants, through the county, for specific capital projects and facilitate access to other financial resources.
6. To assist in developing, implementing, and monitoring, (including reviewing budgets and spending), a long-term Recreational Master Plan using the current Recreational Master Plan as an initial guide.
7. To participate in the hiring of Recreation Department staff and filling of Recreation Advisory Board Member positions.

Mike Bordogna
Commissioner

Dolores Semsack
Commissioner

Bruce Hix
Commissioner

Date: _____

Lake County Recreation Advisory Board

Roles and Expectations

Purpose of the Recreation Advisory Board

- Bring recreation to the Lake County community.
- Take the Lake County community to recreation.
- Provide assistance with funding resources. (possibly PLACR.com)
- Seek out partnerships and collaborations to meet Lake County's recreation needs.
- Develop strong relationships with Lake County Commissioners, Recreation Director, Chamber of Commerce, Tourism Panel, Lake County citizens, businesses, government agencies and groups dedicated to Lake County recreation facilities, services and activities.

Knowledge and expertise

A member of the Recreation Advisory Board is responsible for becoming familiar with the mission and various recreation facilities, services and activities of Lake County. For this reason, participation and volunteerism in Lake County recreation is encouraged. Understanding the community is critical.

The Recreation Advisory Board will be recognized as an effective group when the following objectives are met:

- Lake County is meeting community recreation needs through its facilities, services and activities.
- Grant awards are received for recreation facilities, services and activities.
- Recreation has a positive and important community image.
- Regular meeting attendance as a group satisfied by quorum requirements, so that the board is effective every time we meet.
- Board meetings: approximately 2 hours every other month
- Potential replacement candidates for Recreation Advisory Board are identified in a timely manner. Priority should be given to replacement candidates who are committed to filling a complete 4-year term.

Lake County Recreation Advisory Board

Roles and Expectations (cont.)

Principal activities

1. Assume a role with at least one committee.
2. Regular attendance at scheduled meetings.
3. Be an advocate of Recreation in Lake County
4. Interpret community needs and advise Lake County Commissioners and Recreation Director on the effectiveness of recreation in Lake County in meeting those needs through recreation facilities, services and activities.
5. Insure that the quality of recreation services and activities are in sync with the expectations of Lake County residents.
6. Look for, and facilitate feasible and sustainable growth opportunities for recreation in the community.
7. Identify other potential volunteers who could serve the recreation needs of the community.

Structure

1. Members: 7 Total (all voting members)
2. Alternate members: up to 3 (can vote when needed for a quorum)
3. Nominated by: Recreation Advisory Board
4. Appointed by: Commissioners
5. Term: 4 years. Staggered appropriately.

Board Members, titles, date appointed

Smokey Burgess (October 2013)
Recreation Advisory Board Chairman

Paul Anderson (October 2014)
Recreation Advisory Board Treasurer

Alex Lee (October 2014)
Recreation Advisory Board Vice Chair

Brian Feddema (Oct. 2006)
Recreation Advisory Board Member

Shoshanah Beck (October 2013)
Recreation Advisory Board Secretary

Clay Stewart (October 2013)
Recreation Advisory Board Member

Justin Lopez (October 2015)
Recreation Advisory Board Member

LAKE COUNTY RECREATION ADVISORY BOARD BYLAWS

ARTICLE 1

NAME

Section 1. The organization shall be known as the Lake County Recreation Advisory Board, hereinafter known as the Board, appointed on October 9, 2003, and as directed by the Lake County Board of County Commissioners, hereafter known as the County Commissioners.

ARTICLE 2

PURPOSE

Section 1. **Board of County Commissioners:** the Board shall advise the County Commissioners on all matters referred to it by the County Commissioners.

Section 2. **Planning:** the Board shall identify the recreational needs of the county, prioritize those needs, and recommend a master plan to satisfy those needs to the County Commissioners. The master plan shall be updated as deemed appropriate by the Board at the annual retreat.

Section 3. **Public Information and Participation:** the Board shall function as a voice of the public, to advise the County Commissioners on all matters that pertain to the planning, administration, and budgeting for the County Recreational facilities, services and activities. The Board shall develop strong relationships with the County Commissioners, Recreation Director, Lake County Citizens, Tourism Panel, businesses, government agencies and groups dedicated to Lake County Recreation facilities, services and activities.

Section 4. **Review:** the Board shall be responsible for recommending and reviewing projects to the County Commissioners, to be addressed by the County Commissioners, including requests for easements or rights-of-way across county-owned property.

Section 5. **Cooperation and Other Jurisdictions:** the Board will promote full cooperation and coordination between the County and its departments and other tax supported agencies such as school districts, city governments, hospital, college, state and federal agencies. Therefore, the Board is dedicated to exploring all possible avenues that lead to shared projects and policies for the mutual benefit of county taxpayers.

Section 6. **Temporary Committees:** the Board shall be responsible for appointing temporary committees that deal with specific issues requiring additional public input and support. Committees shall be dissolved by Chairman upon completion of the assigned task and submission of a report to the Board as deemed appropriate by chairman.

Section 7. **Administration:** the Board shall work in concert with the County Commissioners, Director of Maintenance, Director of Administration and Director of Recreation

towards preserving the integrity of Lake County parks, trails, open space and recreation equipment and facilities.

ARTICLE 3

MEMBERSHIP

Section 1. The Board shall consist of seven (7) members, nominated by the Board and appointed by the County Commissioners, and up to 3 Alternates.

Section 2. Terms of membership for Board Members will be four (4) years Board Members will be staggered one (1), two (2), three (3), and four (4) years apart to provide institutional memory.

Section 3. An individual can be removed from the Board with two-thirds (2/3) of the seven (7) possible votes.

Section 4. The selection process, as stated in Article 3, Section 1, will fill vacancies or unexpired terms.

Section 5. Members shall serve without compensation, but may be reimbursed, with prior approval, by the County Commissioners for necessary expenses.

Section 6. Members shall be Lake County Residents.

ARTICLE 4

OFFICERS OF THE BOARD

Section 1. The officers of the Board shall be Chairman, Vice Chairman, Secretary and Treasurer.

Section 2. Nomination of officers shall occur annually, at the first board meeting in October. The elected officers shall assume office immediately upon election and shall serve for a period of one (1) year.

Section 3. Officers shall be elected from the membership of the Board by majority vote of the members present.

Section 4. Vacancies occurring among the officers of the Board shall be filled as soon as possible.

ARTICLE 5

CHAIRMAN'S DUTIES

- Section 1. The Chairman shall prepare the agenda for, and preside over all meetings.
- Section 2. The Chairman shall sign all documents executed on behalf of the Board.
- Section 3. The Chairman shall serve as the spokesperson for the Board to present or explain policies adopted by the Board.
- Section 4. The Chairman shall perform other duties as directed by the County Commissioners or by amendment to these bylaws.
- Section 5. The Chairman may delegate these responsibilities as required to another member of the Board.
- Section 6. The Chairman will file all meetings with the County Clerk at least 24 hours before the time of any regular meeting.

ARTICLE 6

VICE CHAIRMAN'S DUTIES

- Section 1. The Vice Chairman shall act in the absence of the chairman.
- Section 2. The Vice Chairman shall perform duties as directed by the Chairman, County Commissioners or by amendment to these bylaws.

ARTICLE 7

SECRETARY'S DUTIES

- Section 1. The Secretary shall keep detailed minutes of each meeting and provide these to the Recreation Director for website publication and the Board members prior to the next regular meeting. Actual minutes recording may be rotated to other board members.
- Section 2. The Secretary shall be responsible for all official correspondence for the Board or as directed by the Chairperson and shall maintain a file of all correspondence.
- Section 3. The Secretary shall maintain a current list of all Board members, their phone numbers, email and mailing addresses, and shall keep all members informed of any changes to this list.

Section 4. By agreement between the Board and Director of Administration, certain duties may be delegated to County staff.

ARTICLE 8

Treasurer

Section 1. The Treasurer shall prepare and report on the budget for Conservation Trust Funds (CTF), including a five year projection, for all regularly scheduled meetings.

Section 2. The Treasurer shall communicate regularly with County Staff to obtain updated budget information.

BOARD STRUCTURE

Section 1. The Board is responsible to the Board of County Commissioners. Director of Administration and Recreation Director are responsible to advise the Board on all matters deemed pertinent to Recreation facilities, services and activities but are not supervised by the Board.

ARTICLE 9

BOARD MEETINGS

Section 1. Regular meetings shall be held as approved by the Board. Notice of regular meetings will be filed with the County Clerk at least twenty-four (24) hours before the time of any regular meetings by the Chairperson

Section 2. Special meetings may be called by the Chairperson at his/her discretion. Members of the Board must be notified at least twenty-four (24) hours in advance of any special meeting. Notice of special meetings will be filed with the County Clerk at least twenty-four (24) hours before the time of any special meetings by the Chairperson

Section 3. A quorum is defined as a simple majority of the current VOTING membership. A quorum must be present to conduct business.

Section 4. Members must be present at meetings to vote. Alternates will vote in the absence of regular voting members to meet quorum requirements.

Section 5. All meetings shall be open to the public.

ARTICLE 10

ATTENDANCE AND INVOLVEMENT

Section 1. Assume a role with at least one committee.

Section 2. Assist with at least one (1) recreation activity or event per year: Estimate of four (4) hours per year.

Section 3. Members having more than three (3) UNexcused absences of scheduled meeting may be subject to termination. An absence is excused when a Board member has notified another Board member in advance of their anticipated absence. An absence is UNexcused when a member has NOT notified another member in advance.

ARTICLE 11

AMENDMENTS

Section 1. These bylaws may be amended by a vote of two-thirds (2/3) of the CURRENT voting members.

Section 2. Amendments to these bylaws must be proposed in written form. Proposed amendments must be emailed to all members prior to the meeting at which they are introduced.

Section 3. A vote to amend these bylaws must be successful in two (2) successive regular meetings to be adopted.

Section 4. These bylaws may not be suspended except by agreement with BOTH a two-thirds (2/3) vote of the CURRENT voting members AND a two-thirds (2/3) vote of the County Commissioners.

ARTICLE 12

ENACTMENT

Section 1. These bylaws and any amendments shall become effective when approved by a two-thirds (2/3) vote of the CURRENT voting members of the Board.

Smokey Burgess, President

Approved Date