



# ROHNERT PARK GOLF COURSE OVERSIGHT COMMITTEE MEETING AGENDA

**Tuesday, July 18<sup>th</sup>, 2023, 5:00 PM**

**Public Participation:** The Rohnert Park Golf Course Oversight Committee welcomes your attendance, interest and participation at its regular meetings scheduled once per quarter at 5:00 p.m. in the Foxtail Banquet Hall located at 100 Golf Course Drive, Rohnert Park. **The use of a mask or facial covering when attending the Golf Course Oversight Committee meeting is strongly recommended, regardless of vaccination status.**

**Public Comments:** Provides an opportunity for public comment on items not listed on the agenda, or on agenda items if unable to comment at the scheduled time. People are limited to 3 minutes of speaking per person.

Members of the public may also provide advanced comments by email at [acotter@rpcity.org](mailto:acotter@rpcity.org). Comments are requested by 3:00 p.m. on the day of the meeting, but can be emailed prior to the meeting start time at 5 pm. Email comments must identify the Agenda Item Number in the subject line of the email and should be a maximum of 350 words, which corresponds to approximately 3 minutes of speaking time. The emails will be read for the record. Please note that all e-mails sent to Golf Course Oversight Committee are considered to be public records and subject to disclosure under the California Public Records Act.

Golf Course Oversight Committee meeting agendas and minutes may be viewed at the City's website: [www.rpcity.org](http://www.rpcity.org).

**American Disability Act Accommodations:** Any member of the public who needs accommodations should email the ADA Coordinator at [jcannon@rpcity.org](mailto:jcannon@rpcity.org) or by calling 707- 588-2221. The ADA Coordinator will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests. Information about reasonable accommodations is available on the City website at [https://www.rpcity.org/city\\_hall/departments/human\\_resources/a\\_d\\_a\\_and\\_accessibility\\_resources](https://www.rpcity.org/city_hall/departments/human_resources/a_d_a_and_accessibility_resources)

## 1. CALL TO ORDER/ROLL CALL

M. Harrow  G. Burr  T. Anaested  R. Moran  J. Brokaw

## 2. READING OF THE LAND ACKNOWLEDGEMENT

*The City of Rohnert Park acknowledges Indigenous Peoples as the traditional stewards of the land. Let it be acknowledged that the City of Rohnert Park is located within the traditional homelands of the Federated Indians of Graton Rancheria, comprised of Coast Miwok and Southern Pomo peoples.*

## 3. PUBLIC COMMENTS

*Persons wishing to address the Committee on any item or on City business not listed on the Agenda may do so at this time upon recognition from the Chairperson. Please see page one (1) for details on how to submit Public Comments.*

## 4. OATH OF OFFICE FOR NEW COMMITTEE MEMBERS: TED ANESTAD, REED MORAN

## 5. APPROVAL OF MINUTES

Approval of the meeting minutes of April 4<sup>th</sup>, 2023.

## 6. COURSE UPDATE

Update on status of golf course operations by CourseCo/Foxtail representative

## 7. OLD BUSINESS

a. None

## 8. NEW BUSINESS

- a. Summer 2023 Maintenance Summary Report
- b. Chair/Vice Chair Nominations and Appointments
- c. Review of proposed updates to golf course protocols

## 9. COMMITTEE MEMBERS' COMMENTS & REQUESTS

## 10. ADJOURNMENT

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**CERTIFICATION OF POSTING OF AGENDA**

I, Ashley Cotter, Management Analyst for the City of Rohnert Park, declare that the foregoing agenda for the July 14<sup>th</sup>, 2023 Meeting of Golf Course Oversight Committee was posted and available for review on Friday, July 14<sup>th</sup>, 2023 at Rohnert Park City Hall, located at 130 Avram Avenue, Rohnert Park, California, 94928. The agenda is also available on the City website at [www.rpcity.org](http://www.rpcity.org).

Executed this July 14<sup>th</sup>, 2023 at Rohnert Park, California.

*Ashley Cotter*

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Ashley Cotter, Management Analyst



# ROHNERT PARK GOLF COURSE OVERSIGHT COMMITTEE MEETING AGENDA

**Tuesday, April 4<sup>th</sup>, 2023, 5:00 PM**

## Public

### 1. CALL TO ORDER/ROLL CALL

Present:

Susan Harrow

Gerry Burr

Michael Harrow

Janis Brokaw

5:00pm meeting start

Staff Attendees: Marcela Piedra (City Manager), Vanessa Garrett (Director of Public Works), Tom Kelley (General Services Manager), Joe Hanson (Parks Supervisor), Ashley Cotter, (Management Analyst)

CourseCo Attendees: Tom Bugbee (COO, CourseCo) and Christopher Gay (General Manager, Foxtail)

Liaison attendees: Mike Thompson (Parks and Recreation Liaison), Samantha Rodriguez (mayor)

### 2. PUBLIC COMMENTS

None

### 3. APPROVAL OF MINUTES

Approval of the meeting minutes February 7<sup>th</sup>. Mr. Bugbee had a correction regarding his staff listed on the meeting minutes.

Motion to approve as corrected: S Harrow, seconded by J Brokaw.

Motion carried by the following 4-0-0 vote: AYES: S Harrow, J Brokaw, G Burr, M Harrow, NOES: none, ABSTAINS: none.

### 4. COURSE UPDATE

Chris: Memberships are down, but Sunset memberships are up, which indicates that people are excited to practice and play. The first quarter performance showed a drop by 38% from last year's Q1 2022 rounds played. This is attributed to 34 days of rain in Q1, which has had a major impact on rounds of golf due to cold days, cart path only days, and South Courses holes #4 & #6 impassable due to creek swelling and overall wet and muddy conditions. We are hoping to rebound with some sunny days.

Tom: The rain has hit many of CourseCo's managed golf courses very hard, but we are looking forward to some good weather to get everyone back on track.

Chris: We also have some personnel changes – Matt Anderson has departed to work at a private club, and we have promoted Jason Bennett into Golf Operations Manager. He is not currently PGA certified but is working towards it. Additionally, Foxtail is hosting a community event in conjunction with Public Safety. This year's Easter Egg hunt is highly anticipated, last year about 500 people came, and 2019 was incredible.

J Brokaw: how did they advertise?

Chris: I don't know how the City advertised, we send out an email blast that goes to about 13,000 people, mostly people in Rohnert Park but it does include some people in Santa Rosa.

M Piedra: The City primarily advertises off of social media.

Chris: Maintenance has also been difficult with the storm, constantly going out to remove debris, so we have postponed aeration on both courses due to wet conditions. Because of all the rain, the greens are very healthy, so it is okay to postpone aeration. Additionally, we have started the bunker renovation project on February 8<sup>th</sup> on the North Course and have completed four holes before April. We just restarted on February 28<sup>th</sup>, holes 1-6 are done, 7&8 are in progress.

### 5. OLD BUSINESS

a. None

### 6. NEW BUSINESS

a. Spring Maintenance Report:

Tom: Early spring is acting like winter. Foxtail's crew is trying to keep it clean so that people can play. The North Course does handle the weather better. Cart paths repaired on 10&11 and look great, the Pro Shop has been uplifted and looks really good. I'm excited to go on this field trip, I tried using a drone, but that's illegal, but it's great to go see some of the things we are talking about. I also saw that dumpsters had locks on them to keep people from dropping off garbage.

Chris: the main purpose of the locks is to prevent garbage going into the wrong containers, rather than having to pick through the compost.

Tom: We also did some work on Coleman Creek, took out the obstruction. There's still so much rain that it still flooded, but not as bad as before.

G Burr: Can we discuss the fire on hole 9?

Chris: I do believe it was a homeless person. Jeff and Jason went out there, it was pretty safe. We also called Public Safety.

Tom: A gentleman lived on hole 13 – we were concerned, called up Chris, and went out there. Staff kept it clear. Having this close relationship really does benefit the residents.

Chris: There's a notable difference on the course with the new bunkers, construction is going well.

b. Field Visit to South Holes 4&6

J Brokaw: The biggest safety issues is on hole 6.

G Burr: It's walking from hole 4 to hole 6.

**7. COMMITTEE MEMBERS' COMMENTS & REQUESTS**

J Brokaw: Thank you for addressing the seat in the bathroom. Do we have an update on Top Tracer?

Tom B: We are waiting on permits, as soon as we can get an update, we have everyone on standby to start on this project as soon as possible.

S Harrow: The ladies' group will start to play soon.

J Brokaw: There's been vandalism in the women's bathrooms – is there a way to prevent this?

Chris: This is our first time experiencing vandalism in the women's bathroom, it's happened before with the men's bathroom. A solution would be hiding things like toilet paper, etc., from view.

S Harrow: Who is vandalizing the property?

Chris: We don't know exactly, it could be kids, or any other group of people.

J Brokaw: The bathrooms are open to the public.

Chris: Yes, they're open, and we do have homeless who come through to use the Gazebo.

M Piedra: The encampment at Roberts Lake does have porti potties.

J Brokaw: If they're out and about, they aren't necessarily using those, they'd come here to use the ones at the golf course.

Tom B: We also have this issue at other sites. There's approximately 200,000 people who utilize this site, so people off the street using the bathrooms is a relatively small percentage.

S Harrow: Do you have security cameras?

Tom B: No, they don't tend to make a difference.

J Brokaw: Is the Top Tracer equipment a concern?

Tom B: no, that equipment is pretty locked down.

S Rodriguez: What is the programming schedule for the NCAA tournament?

Chris: NCAA tournament is May 10-13. May 10<sup>th</sup> is a practice day. 7:30 tee times every day thereafter.

S Harrow: That will interfere with the Ladies' Golf day on Thursday.

Chris: This has been on the books for a while. NCAA is also looking for volunteers.

J Brokaw/S Harrow: How do we volunteer?

Chris: Volunteer registration is going through Sonoma State. Once we have the link, we will send it out.

Next meeting: July 18<sup>th</sup>, 2023 at 5pm.

**8. ADJOURNMENT**

M Harrow moves to adjourn, G Burr seconds, meeting adjourns at 5:23 pm, the Committee ventured out to South Course holes 4&6 to conduct a site visit.

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Vanessa Garrett, Public Works Director  
City of Rohnert Park

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Michael Harrow, Chair  
City of Rohnert Park



**CITY OF ROHNERT PARK**  
**MEMORANDUM**

**TO:**

**FROM:** Vanessa Garrett, Director of Public Works

**DATE:** July 14<sup>th</sup> 2023

**RE:** **\*\*DRAFT\*\*Golf Course Performance Monitoring Report – Summer 2023**

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The maintenance inspection on the South and North Courses occurred on July 12<sup>th</sup> 2023

**SOUTH COURSE**

**1. GENERAL OBSERVATIONS:**

The overall appearance for the South Course is very good. I want to say The South hasn't looked this good in quite some time. The course looks inviting and pleasing to the eye. Players along the course seemed to feel the same way when asked how the course was playing.  
Overall Rating: Good to Very good

**Cart Paths**

Cart paths (concrete infrastructure) are in poor condition. Cart paths need to be edged and debris removed. Small patches of debris are throughout the course and weeds are in the cracks.

Rating: poor

**Fairways**

Fairways are green and plush

Rating: good

**Greens**

The greens are firm and appropriately cut.

Rating: Good

**Bunkers**

The bunkers look good, a lot of work has been put into the bunkers and you can tell.

Rating: good

**Out-of-Play Areas**

The out-of-play areas are looking green with little to no signs of cracking

Rating: good

**Maintenance Credit Area (along Golf Course Dr.)**

The maintenance credit area is mostly green and needs to be mowed.

The curb needs to be edged and the tree wells need to be groomed.

Rating: Fair

### **Pro Shop**

The Pro Shop looks amazing.

### **AREAS IN NEED OF IMPROVEMENT (noted in previous report):**

- Overall the course could use some clean up after the storms. *Completed*
- Bunkers and cart paths need a lot of attention. There are still remnants of fallen trees that need to be removed. Hole #4, #6, and Hole #10. , *and the trees are scheduled to be removed*
- Grass needs to be mowed. *Done*
- Bunkers could need a lot of work. *Done*

### **RECENT IMPROVEMENTS**

A lot of work has been put into the South Course.

- Tree canopies raised
- Fairways and out of play areas look plush and green
- Extensive watering has occurred in order to keep Fairways looking good.
- Bunkers look good
- Tees look good

### **3. AREAS IN NEED OF IMPROVEMENT (Summer 2023):**

- Two Willows at Hole#1 and a pine limb hanging at Hole 4 need to be removed as well as Hole #10 (Pine Tree)
- Cart Paths need to be weeded, edged and blown off

### **NORTH COURSE**

#### **1. GENERAL OBSERVATIONS:**

The overall appearance for the North Course is good. The fairway turf is green with very little sparse areas. The natural habitat needs to be mowed ASAP. Sand bunkers amazing after the recent renovation.

Overall Rating: Good

#### **Cart Paths**

Cart paths looked good. Repairs have been made on Hole 11. And look great.

Rating: Fair

#### **Fairways**

The fairways appear to be in good condition.

Rating: Good

### **Greens**

The greens continue to look good. The turf is green, healthy, nicely cut and free from discolorations.

Rating: Very Good

### **Bunkers**

Bunkers have been renovated and look very good.

Rating: Very good

### **Out-of-Play Areas**

The natural habitat areas need to be mowed.

Rating: Fair

## **2. AREAS IN NEED OF IMPROVEMENT (noted in previous report):**

- 3. General maintenance needed, but looks good overall considering the recent rain events. *Completed***

## **3. RECENT IMPROVEMENTS:**

- Bunkers have been renovated.**

## **4. AREAS IN NEED OF IMPROVEMENT – Summer 2023:**

- Natural Habitat needs to be mowed and cart paths should be edged and blown off.**

## **SCHEDULE**

## **ATTACHMENTS**

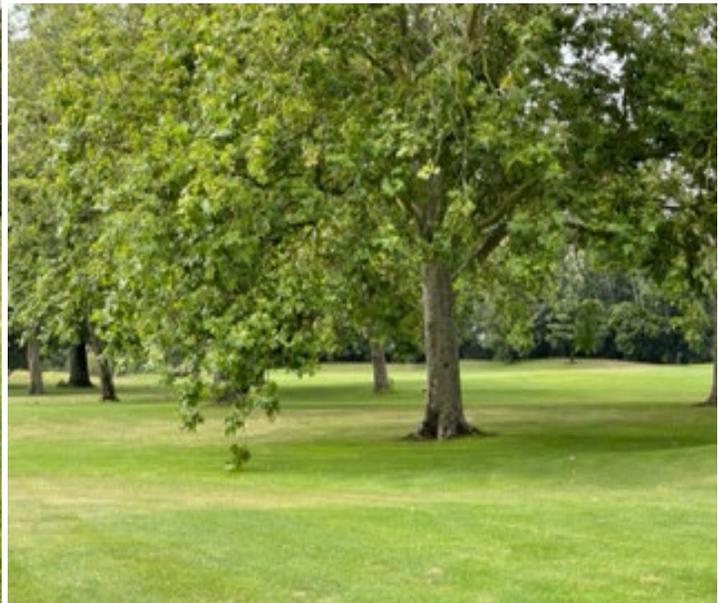
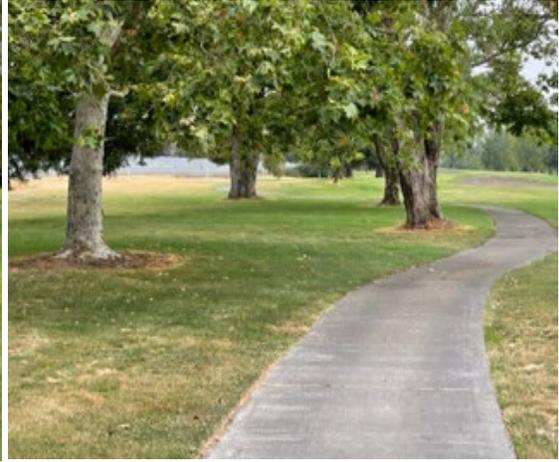
1. Course Photos

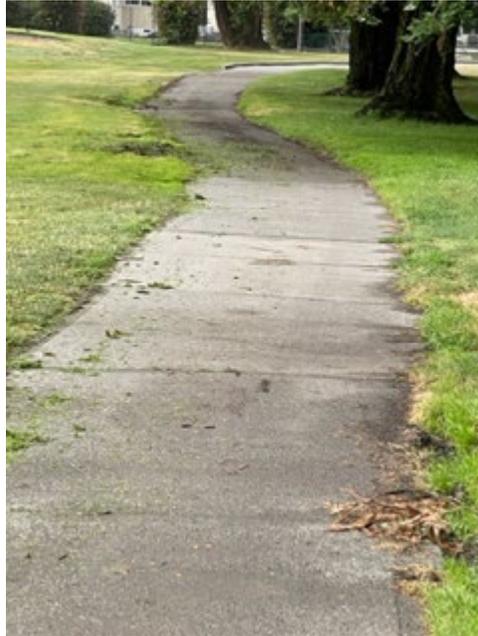
South Course











# Pro Shop



North Course









## Golf Course Oversight Committee Memorandum

**FROM:** Ashley Cotter, Management Analyst  
**MEETING DATE:** July 18, 2023  
**AGENDA ITEM:** #8C: Review of Proposed Updates to Golf Course Protocols  
**SUBJECT:** Updated Protocols for GCOC

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### ISSUE:

During the recent Golf Course Oversight Committee Recruitment Process, it came to the staff's attention that the current protocols were not representative of current practices. Staff had made some changes to the protocols for GCOC to review prior to taking them to the Parks and Recreation Commission meeting for adoption.

### REVIEW OF CHANGES:

<u>Current</u>	<u>Proposed Change</u>
Committee Members: Director of Public Works and Community Services	Committee Members: Director of Public Works
Meetings held on the first Tuesday of every January, April, July, and October at 6:00pm	Meetings held on the first Tuesday of every February, April, July, and October at 5:00pm
Meetings held at the Community Center	Meetings held at Foxtail Golf Club Banquet Hall
The Committee will approve an annual regular meeting schedule by January 21 <sup>st</sup> of each year.	The Committee will approve an annual regular meeting schedule by February 28 <sup>th</sup> of each year.
A quorum will consist of a majority of established Committee members.	A quorum will consist of a majority of the established Committee members: 3 members are needed to satisfy the requirements of a quorum.
Prior to calendar year end, in years ending in 5 and 0, these protocols will be reviewed by the Committee.	Prior to calendar year end, every four years, these protocols will be reviewed by the Committee.

### STAFF RECOMMENDATION:

Staff recommends that the GCOC:

- Review list of recommended changes to protocols;
- Provide staff with any additional recommendations;
- Approve changes made to the GCOC protocols, which will be sent to the Parks and Recreation Commission for adoption by Resolution at the August 7<sup>th</sup> Parks and Recreation Commission Meeting.

## City of Rohnert Park

### Parks and Recreation Commission Golf Course Oversight Committee Protocols

#### I. Purpose

The purpose of the Golf Course Oversight Committee (GCOC or Committee) as an advisory body is to assist and inform City Staff, the Parks and Recreation Commission, and the City Council on all matters related to oversight of the Master Golf Lease Agreement (Lease), and foster communication between the public, City, and the Golf Course Operator.

##### A. Historical Background

The Golf Course Oversight Committee was established under the direction of the City Manager and approved by City Council minute order in 2001 as a subcommittee of the Parks and Recreation Commission to (1) assist City staff in monitoring the lease agreement between the Operator and the City, (2) provide a mechanism to facilitate public communication regarding the golf course, and (3) address important issues regarding maintenance and improvement of the golf course as a valuable community asset.

#### II. Committee Members

The Committee has five (5) City of Rohnert Park resident voting members; each appointed by a Parks and Recreation Commissioner in accordance with City Council Protocols. Each Committee Member shall serve at the pleasure of the Commission and in accordance with City Council Protocols.

Parks and Recreation Commissioner Liaison and Parks and Recreation Commissioner Alternate Liaison are non-voting members of the Committee. Parks and Recreation Commission Liaisons assist and facilitate in the flow of information between the Committee, and the Parks and Recreation Commission and the City Council.

The Director of Public Works ~~and Community Services~~, or designee is a non-voting staff liaison who works closely with the Committee and will prepare agendas and facilitate public meetings. The Director may designate such other staff as necessary to provide support to the Committee. Staff may also assist in the preparation of staff reports for agenda items related to the functions of the Committee.

In addition, the Committee has one (1) City Council Liaison and one (1) City Council Alternate Liaison appointed by City Council each year for a one year term. The non-voting liaisons facilitate the flow of information between the City Council and the Committee.

#### III. Terms of Office

Committee members will be appointed by Parks and Recreation Commissioners to staggered terms of four (4) years. Committee members will serve at the pleasure of the

**RESOLUTION 2018-02**  
**ATTACHMENT 1**

Parks and Recreation Commission and in accordance with City Council Protocols. There shall be no limitation on the number of terms a Committee member may serve.

**IV. Meetings**

- A. The Committee will hold a regular meeting at least quarterly, on the first Tuesday of ~~January~~February, April, July, and October at ~~6 o'clock~~5:00 p.m. The Committee meetings will be open to the public and held at ~~the Community Center~~Foxtail Golf Club Banquet Hall, or other previously announced locations. The Committee will approve an annual regular meeting schedule by ~~January~~February 31<sup>st</sup>-28th each year.
- B. A quorum will consist of a majority of the established Committee members: 3 members are needed to satisfy the requirements of a quorum.
- C. All Committee meetings will be conducted in accordance with City practices, customs, and policies. The latest approved version of Rosenberg's Rules of Order shall be used as a guideline.
- D. All actions of the Committee will be decided by a majority vote or consensus and will be directed through the Committee Chair.
- E. Members of the public may address the Committee on any matter on the agenda at the time the Committee takes up the item. Speaker time will be limited in accordance with City Council Protocols.
- F. The Chairperson or any two members of the Committee may call a special meeting, provided that appropriate notice, in accordance with the Ralph M. Brown Act, is delivered.
- G. All members present must vote, except when abstaining due to a declared conflict of interest. A failure or refusal to vote when present (except for a declared conflict of interest) will be construed as an affirmative vote.
- H. Any stated or perceived conflict of interest will be addressed in accordance with Rohnert Park City Council Protocols (II. Order of Business, J. Disqualification for Conflict of Interest).

**V. Officers**

- A. The Officers will consist of a Chairperson and Vice-Chairperson who will be elected at the Committee meeting in October of odd-numbered years for ~~two~~year~~two-year~~ terms that commence the first meeting of the next calendar year.
- B. The Chairperson will preside over all meetings of the Committee; provide items to the Director, or Staff, for meeting agendas; and perform such duties as directed by the Committee.
- C. The Vice-Chairperson will serve in the absence or incapacity of the Chairperson.

**VI. Staff**

The Director of Public Works ~~and Community Services~~, or designee is the City Staff liaison to the Golf Course Oversight Committee. The Director will designate a Public Works staff representative to work in conjunction with the Golf Course operator in matters relating to the Committee purpose. While City staff may work closely with the Committee, staff

**RESOLUTION 2018-02  
ATTACHMENT 1**

remains responsible to their immediate supervisors and ultimately to the City Manager and City Council.

**VII. Performance Monitoring Report**

The Committee shall review the draft Performance Monitoring Report provided by staff with input from the Golf Course operator at each quarterly meeting. The report will provide assessment of the north and south courses, identify areas of recent and needed improvements, and shall include photos as a historical record. The Committee may provide comment and feedback for the final report that will be provided to City Council and the City Manager.

**VIII. Amendments**

Prior to calendar year-end, ~~in years ending in 5 and 0~~every four years, these established protocols shall be reviewed by the Committee. Protocol amendments shall be submitted to the Parks and Recreation Commission for review and approval and to City Council for acknowledgement by an affirmative vote of the members present at a regular meeting of the Committee, provided that such amendments shall have been discussed by the Committee on the agenda of no less than one meeting prior to the vote. The members shall receive the proposed amendments in writing no less than ten calendar days prior to the first meeting.

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(PARKS AND RECREATION COMMISSION APPROVED ~~/s/ [Signature]~~ /s/ [Signature])

(CITY COUNCIL ACKNOWLEDGED ~~8-14-18~~ 8-14-18)