



**CITY OF MANHATTAN BEACH
PARKS AND RECREATION COMMISSION
Monday, May 29, 2024
4:00 PM
Location: City Council Chambers and Zoom**

A G E N D A

- A. CALL TO ORDER**
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
Commissioner Allen
Commissioner Komatinsky
Commissioner Zimbalist
Chair Doran
Commissioner McCarthy
Commissioner Windes
Commissioner Greenberg
- D. APPROVAL OF MINUTES**
March 25, 2024
- E. CEREMONIAL – none**
- F. AUDIENCE PARTICIPATION (3-Minute Limit) -** The public may address the Commission regarding City business not on the agenda.
- G. GENERAL BUSINESS**
1. 24/0226.01 Work Plan Items Discussion
 - a. Sand Dune Park Master Plan
 - i. Presentation by Landscape Architect David Volz Design Team
 - b. Dog Parks & Community Parkettes
 - c. Explore Repurposing Pay 'n' Play Racquetball Land/Building
 - d. Explore Community Aquatics Facility
 - e. Donation Policy and Programs / LoveMB Discussion
 - f. Memorial for the Fallen
 2. 24/0529.01 Selection of 2024-2025 Chair and Vice-Chair
- H. STAFF ITEMS**
City Council Recap and Parks and Recreation Department Updates
- I. COMMISSION ITEMS**
Older Adult Program Update
School District Update
Student Update
- J. ADJOURNMENT**

The May 29, 2024 Parks and Recreation Commission meeting was rescheduled from May 27, 2024 in observance of the Memorial Day holiday.

If unable to attend in person, the Parks and Recreation Commission encourages the public to participate by submitting comments on agenda items or other subject matter within the jurisdiction of the Parks and Recreation Commission via email to both lrobb@manhattanbeach.gov and mleyman@manhattanbeach.gov, no later than 3:00 PM, on the day of the meeting.

Zoom Meeting Instructions:

If you plan to speak during the meeting, join via Zoom at 3:45 p.m. in order to request to be on the speakers list.

1. Join Zoom Meeting via the internet (download app if needed): Direct URL: <https://comb.zoom.us/j/93781041645>, Meeting ID: 937 8104 1645
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
2. Join Zoom Meeting via Phone Application (download app if needed): Download Mobile Apps: <https://zoom.us/download>, Enter Meeting ID: 937 8104 1645
Please name yourself to include the item(s) you wish to speak on, and your First & Last name. Example: G.1 – Jane Smith.
3. Join Zoom Meeting via Phone Conference (Voice Only): Phone Numbers: +1 669-900-6833 or +1 346-248-7799. Meeting ID: 937 8104 1645.
Find your local number: <https://comb.zoom.us/u/aByWMRmYK>. Upon calling in, you will be “muted” until you are prompted by the Host to state which item you wish to comment on. Your mic will be unmuted when it’s your turn to provide Public Comment.

Please Note - All microphones for non-Commissioners or Staff will be muted during the meeting, except during Public Comment periods for which you have requested to speak.

The City strongly advises you of the following:

1. Download the Zoom app to your respective device well ahead of the meeting time. Visit <https://zoom.us/> for the download link. Please make sure you have downloaded the most recent version available.
2. Familiarize yourself with the Zoom application prior to the meeting.
3. Check the condition of all personal electronic equipment, internet and phone connections, and microphone/speaker functionality. The City is unable to support this equipment.
4. Join the meeting prior to the start time. Due to security or technical limitations, admittance to the meeting may not be possible after the meeting begins.
5. Every effort will be made to “rename” participants on Zoom as quickly as possible, so that phone numbers are hidden, however, phone numbers may be partially visible for a brief time.

**CITY OF MANHATTAN BEACH
PARKS AND RECREATION COMMISSION
Wednesday, March 25, 2024**

4:00 PM

**Location: City Hall - City Council Chambers / Hybrid (Virtual and in per-son) –
Instructions within Agenda**

MINUTES

- A. CALL TO ORDER** – Chair Doran called the meeting to order at 4:00 pm.
- B. PLEDGE TO THE FLAG**
- C. ROLL CALL**
Present: Chair Doran, Komatinsky, Windes, Greenberg, McCarthy, Zimbalist
Absent: Allen

Others Present: Parks and Recreation Director Mark Leyman, Sr. Recreation Manager (SRM) Melissa McCollum, Sr. Management Analyst (SMA) Linda Robb, Recording Secretary Rosemary Lackow.
- D. APPROVAL OF MINUTES –**
January 22, 2024: It was moved and seconded (Windes/Komatinsky) to approve, subject to the following revisions:

Pg. 1, Roll Call, change “Melissa McCollum” to “Sr. Recreation Manager (SRM) Melissa McCollum”
Pg. 1, General Business, Dog Park report, first line, strike “Zimbalist”; replace with “Allen”.
Pg. 2, (c): capitalize m in Master (Plan) in item title.
Pg. 3: H. Staff Items, second line: insert “Senior Recreation” before “Manager” (McCollum)
- February 26, 2024: It was moved and seconded (McCarthy/Windes) to approve, subject to the following revisions:

Page 1, General Business, Dog Park report, first line, strike “Zimbalist”; replace with “Allen”.
Page 3, Commission Items, School District update, second line, insert “it”: “...if it fails,…”
Pg. 3, Commission Items, Student update, second paragraph, second sentence: strike “Donner”, replace with “Donné”; and in the third sentence, strike “program and will”.
Pg. 2, Staff items, first paragraph: Director Leyman noted that revenue for classes/summer camp should read \$380,000 (as opposed to \$180,000).

E. CEREMONIAL – None

F. AUDIENCE PARTICIPATION (3-Minute Limit) –

Rosemary Lackow, for the SBCCOG (South Bay Cities Council of Governments) announced COG’s 24th annual General Assembly: Artificial Intelligence: Friend or Foe for the South Bay Cities? All interested parties are welcome to this free event to be March 28th at the Carson Community Center.

G. GENERAL BUSINESS

1. 24/0325.01 Begg Pool Modernization Study Findings and Conceptual Designs

SRM McCollum gave an overview, thanking the Commission and Aquatics Subcommittee for their work and introduced HMC consultants Brad Glassick and Simon Solis, who, with the aid of slides presented findings and conceptual designs for a proposed community aquatics facility in Polliwog Park.

The HMC presentation covered several topics: 2023/2024 pool study (including survey and community engagement); existing conditions; two options (keep and modernize existing or new construction with two pools); project program highlights (increased pool area, deck space, bleachers, etc.); conceptual design; details for both options; imagery of interior and exterior views, both options; and next steps, including cost estimating, final report and future meetings with City Council and the MBUSD Board respectively, April 16 and 17, 2024.

A question/answer session discussion followed. Highlights include:

- Splash pad: the current plans are conceptual (next phase = detailed “schematic plans”). The city is looking into whether this is the best site for such and, until the city has finished studying this, it has been left off the plan. SRM McCollum noted that the community survey results show that the need/desire for a splash pad does not rise to the level of want/need compared to other things. (to review survey findings, visit: [www. https://www.manhattanbeach.gov/departments/parks-and-recreation/begg-pool-feasibility-study](https://www.manhattanbeach.gov/departments/parks-and-recreation/begg-pool-feasibility-study))
- Solar energy: provision for solar panels has been looked at and a more detailed design is needed to fully analyze the cost/benefit. It is likely, however, that “going solar” will work only for the buildings, not the pool(s). As to an electronic pool cover, this works very well in private settings, but will likely not be a good solution for a municipal facility.
- Lighting (security, safety): all lighting will be code compliant in all respects (ADA, energy, etc.) and has not yet been designed but is being figured into cost estimates at a good visual level standard.
- Notification of neighbors: postcard notices have been delivered in a wide radius

from the site.

- Grading to improve access: a widened access (to make two lanes) will be designed by a civil engineer
- Parking: the number of spaces will be reduced by 15 (69 to 54) in Option 1. The majority of parking space loss is attributed to the need to bring the site into code compliance. The change from one to two pools will cause the loss of only 4 additional spaces. A study is being done jointly (City/MBUSD) to determine how much overflow parking along Peck Avenue could be provided.
- Cost estimates: in development. Will be shared in agenda packet prior to the City Council and School Board meetings.
- Construction duration (Option 1 vs 2) – it is estimated that Option 2 would take 4 more months compared to Option 1.
- Time frame to completion/built condition: Once funding allocation is done by council, project requires the following (rough estimates based on similar projects):
 - i. Schematic design (2-3 months)
 - ii. Design development (3 months)
 - iii. Prep submittal documents: 4 months
 - iv. Department of State Architect (DSA) review: 8 months (minimum)
 - v. Procurement/bidding: 3-4 months – to City council for allocation process
 - vi. Construction: 14-15 months (a few months less if Option 1)

Commissioner Komatinsky expressed appreciation for the collaboration between the City and MBUSD especially in the area of parking.

Chair Doran invited public comment.

Roseanne Wegrich, resident on 12th Street and retired coach, stated that she feels the splash pad is a great concept; while Begg is a very nice pool, feels that if the new facility is built well, users will definitely come and feels it's very important to have warm water temperature, good shower drainage and well planned maintenance once built.

2. 24/0226.01 Work Plan Items Discussion

a. Dog Parks & Community Parkettes

In Commissioner Allen's absence Director Leyman updated regarding the March 23rd community meeting held at Polliwog Park where the first renderings of the dog park expansion project were reviewed. The DVD team was present; attendees left post-it comments on the renderings; staff will now capture and send out all comments. DVD will next revise the plans in response to public comments. When updated plans are available, a small sign with QR code will be placed at the dog run entrance notifying and inviting further comment and the plan will be brought to the Commission. Responding to Commission questions, Director Leyman indicated: 1) overall regarding enhancements/features: only minor tweaks are needed; the main question is how big should the dog park be—and can a space for smaller dogs be provided; and 2) storage facilities relocation: will be coordinated with MBUSD when project final decisions are made. The current plan is for AYSO, Pony/Little Leagues to be consolidated near the

southwest end of the field and the aquatics program portables will be set on a concrete pad area on the southwest corner just south of the locker building.

b. Explore Repurposing Pay 'n' Play Racquetball Land/Building

Commissioner Windes reminded that the project (existing facility to be demolished and new futsal court installed at Marine Avenue Park) is now a CIP (Capital Improvement Program) project. Public Works is evaluating project costs; the next action will be for City Council allocation of funding on May 14 (tentatively).

c. Sand Dune Park Master Plan (Nature Areas & Trails, Building)

Commissioner Zimbalist updated regarding the community input meeting held March 9 and the subcommittee and other commissioners provided input.

The project team (city staff/subcommittee/David Voltz Design), other Parks and Rec Commissioners and Mayor Franklin were present and engaged with attendees. Attendees posted input on the renderings which were collected and passed on to the design consultant. DVD will revise the plans and submit for city and subcommittee review; the plans will then be presented to the Parks and Recreation Commission. One new element, "south lawn improvements" addresses the lawn space. It needs further development (location and size).

Commission input:

Commissioner Windes: noted positive reactions regarding the location of the tot lot and bollard lighting, negative reaction to a brightly colored feature dubbed "the tulip" as not in keeping with the natural feel of the park and there were many comments about the placement of the building (may need to be revisited). Commissioner Windes noted that some lighting may be able to be motion-detecting.

Commissioner Greenberg: feels an area marked "additional playground elements" invites discussion and debate; heard support for swings, and concurred that many were not happy with the "tulip". He also heard concerns for children's safety regarding a proposed bike pathway but feels that safety will actually be enhanced as uses in that an area will be demarcated for bikes.

Commissioner Komatinsky: bollard lighting may, being relatively low to the ground, result in youngsters climbing them, however other Commissioners (Greenberg/Windes) did not feel that this would be a problem. Staff indicated that the lighting will not be solar powered. Commissioner Komatinsky also inquired as to a proposal that has been reviewed by the Cultural Arts Commission—installation of a lacy artistic fencing. Director Leyman explained that staff is looking into cost estimates for such and, if approved by council (will be considering May 6) this installation could be paid for out of the City's Public Art Trust Fund.

Commissioner McCarthy commented: 1) uplighting (along with the bollard lights) can be effective if placed under a tree's canopy can prevent light from spilling out to neighboring homes; 2) supports using DG (decomposed granite) vs. pavement for paths, because it will be permeable; 3) feels that, referencing the south lawn area, there isn't any place (feels there should be) for sitting/picnicking (feels adding benches for park users should override concern for use of benches for sleeping); 4) likes providing shading with trees as

opposed to shade structures; 5) likes the second rendering for building placement as it consolidates structures and provides more open area; 6) feels that there should be more swings; and 7) agrees that the play structures should be natural looking (made of wood, boulders, etc.).

Subcommittee members Zimbalist and Windes noted that the play equipment will be natural looking (not bold colors; the teal color was used in rendering for emphasis).

d. Explore Community Aquatics Facility

See item G.1. of this agenda; Commissioner McCarthy noted planning meetings are continuing but reminded that the next presentations will be before the City Council, MBUSD board respectively, April 16 and April 17. HMC will be submitting its final report in the first week of April, which will include cost estimates broken down by building structures, pools and infrastructure, for each scenario. There is much community interest and momentum.

e. Donation Policy and Programs / LoveMB Discussion

Commissioner Komatinsky updated: The LoveMB 501c3 is “off and running”. It has been approved by City Council including some funding (\$50k); the subcommittee is moving forward, continuing to build documents and a structure for this legacy foundation and is about 60 days away from submitting docs to the state. The committee is developing relationships with possible future donors, but is not ready to ask for money. The subcommittee has discussed marketing the program and how a launch might be handled/publicized. It was discussed, determined that this project can be taken off a subcommittee and be managed at staff level.

f. Enhanced Holiday Events (Flags, Memorial Day, Memorial to the Fallen)

Commissioner McCarthy reported: the committee circulated its “due diligence” input and turned information over to staff. Likely a report with the subcommittee’s ideas (including for Memorial Day event) will be made on May 7th to City Council. The number of “fallen” in the City has been extensively researched by Gary McAulay, and if this gets approved and funded then the initial list will be ready to be nominated. A nomination process managed by staff will be developed, it is envisioned that the nominations will be vetted and then presented to the Commission which will make a recommendation to the Council perhaps on a quarterly basis.

Gary McAulay spoke, noting that he has not yet talked to (but intends to) VFW but has worked with the American Legion. Some issues he is working on: biographies (to be a part of this recognition) and what constitutes “hometown.”

H. STAFF ITEMS

Director Leyman reported:

Corrected info provided at the March meeting—the revenue for the opening day of class registration for spring and summer camp was actually \$380,000, as opposed to \$180,000.

Important dates for meeting:

4/22 Parks and Recreation meeting will be cancelled (Passover) (will look at 4/29).

5/29 Parks and Recreation regular meeting (Wednesday)

6/24 Parks and Recreation regular meeting (Monday)

Polliwog dog park project deliverables: will be shared with the Commission as discussed.

The Department's Cultural Arts Manager, Eilen Stewart will be leaving the City, her last day is March 29; he will fill in temporarily as interim Cultural Arts Manager and recruitment is expected to begin asap. Eilen is credited with really elevating the arts in the City and will be missed very much.

Parks and Recreation Strategic Plan update: offsite management meetings have occurred with facilitator Paul Connor, followed by department employee engagement groups with a lot of positive feedback; public engagement will occur (date tbd) in April with reporting to council in June.

Software programs: the department has been looking at various options to improve user interface that look like can be implemented next year. As this develops info will be shared with the Commission; will be a great asset to the community.

I. COMMISSION ITEMS

Older Adult Program update (McCarthy) Nothing significant to report; older adult interest in the Parks and Recreation programs and subcommittees remains high. The group is considering ways to market themselves to the community.

School District update (Komatinsky) The renewal of the 2018 parcel tax was narrowly approved by voters in March so \$2.5 million will stay in the General Fund; this is great news but budget issues remain at the state level which greatly affect local schools. 2) the stadium way project is progressing and is still expected to be completed in time for June graduation.

Student update (Greenberg) The scholar quiz final event will be held tomorrow. Sports-wise, boys volleyball won the Best of the West Tournament and were ranked number 1 nationally; recently a great volleyball match last Friday (Mira Costa lost) occurred between Mira Costa and Loyola High School (see today's positive LA Times article). Commissioner Greenberg highlighted other upcoming events: winter sports in full swing, school dance, Footloose play, spring break, and coverage by KTLA news.

J. ADJOURNMENT

At 6:15 it was moved and seconded (Windes/Komatinsky) to adjourn; the motion passed unanimously with a voice vote.

DATE: May 29, 2024

TO:

Members of the Parks and Recreation Commission

FROM:

Mark Leyman, Parks and Recreation Director

SUBJECT:

Parks and Recreation Commission Work Plan for 2024

RECOMMENDATION:

Discuss Parks and Recreation Work Plan items approved by the City Council at the February 13, 2024 City Council work plan meeting.

FISCAL IMPLICATIONS:

Fiscal implications, if any, will be developed on a project-by-project basis and presented to the City Council as necessary.

DISCUSSION:

The City Council met on February 13, 2024, to discuss the City Council work plan and provide direction on items related to the Parks and Recreation Commission. The following topics were approved for continued work by the Parks and Recreation Commission.

- **Sand Dune Park Master Plan (Nature Areas & Trails, building)** – City Council directed the Commission to research more appealing fencing options surrounding Sand Dune Park, and continue community input to develop an RFP for design and Master Plan.

Preliminary renderings based on community feedback to be reviewed.

DVD input 5/23/24 – The renovated Sand Dune park will offer new fully accessible play structures that will be enclosed with a new fence and gates. The structures will be natural wood and the design was established through community outreach. This area will have rubberized surfacing and beautiful play structures that enhance the brand of the site and add unique play value for children 2-5 and 5–12 years old.

The design protects the existing mulberry trees while adding seating opportunities and a low wooden stage for elementary school children to use. The entire park is adding a pedestrian lighting system for security and aesthetics.

The park will feature two new prefabricated buildings with a Spanish style procured through community outreach. A new restroom and office building will anchor the south side of the site and provide much needed upgrades to park facilities.

These added features will enhance the existing Sand Dune Park while protecting the inimitable sand dune feature.

- **Dog Parks & Community Parkettes** – City Council directed the

Commission to research the possibility of smaller dog runs in areas of Veteran's Parkway occupied by ice plant, once the main project is complete; and to notice the neighbors in the area surrounding the Polliwog Park proposed dog run expansion.

- **Explore repurposing Pay'n'Play Racquetball Land/Building** – City Council directed staff to determine programming costs, revenue projections and long term options (i.e. demolition of building), returning to Council for direction.

This project is now a CIP project with Public Works evaluating project costs.

- **Explore Community Aquatics Facility** - City Council directed the Commission to focus on Begg Pool as the site location and to return with a report on all costs in order to enhance and maintain the space.

HMC Consultants study findings and conceptual designs were presented to the commission on 3/25/24 and to City Council on 5/7/24.

- **Donation Policy and Programs/LoveMB** – City Council approved a first year allocation of \$50,000 to establish the 501c3. Subcommittee is working on the MOU, bylaws, board members, EIN number and fundraising options. The subcommittee is developing relationships with possible future donors, but is not ready to ask for money. This project will be managed at the staff level moving forward.
- **Enhanced Holiday Events** – (Flags, Memorial Day, Memorial for the Fallen) City Council directed staff to research Memorial Day events, provide cost estimates for flags and develop a concept for a Memorial for the Fallen.

Flags have been ordered to display for Memorial Day and Veterans Day. The enhanced holiday events item will be managed by staff going forward and will be listed as Memorial for the Fallen on agenda.

- **2024 Juneteenth Celebration** – City Council directed staff to include this work plan item at the April 18, 2023 City Council meeting. Two events have been planned:
 - June 19, 2024 – Juneteenth Ceremony, a one-hour event to honor African-American history with speakers from the community, special guests, and gospel choir.
 - June 22, 2024 – Juneteenth Celebration and Concert – Family friendly celebration at Polliwog Park with live music, food and vendors.

The Juneteenth Celebration item has been removed from the Parks and Recreation Commission work plan.

ESTIMATE OF PROBABLE CONSTRUCTION COSTS



Date: May 23, 2024

Project: Sand Dune Park, City of Manhattan Beach

Estimated By: BA

Item No.	Item Description	Quantity	Unit	Unit Price	Total
1.0 SITE CLEARING, EARTHWORK AND GRADING, STORMWATER FACILITIES					
1	Mobilization (5%)	1	LS	\$ -	\$ 109,450.00
2	Best Management Practices	1	LS	\$ -	\$ -
3	Unclassified Excavation	1	LS	\$ -	\$ -
4	Removals & Demolition (Includes removal of restroom and pool buildings, pool, all tree, shrub and ground cover vegetation, concrete flatwork, concrete footings, walls, play equipment and basketball ball court)	1	LS	\$ -	\$ -
6	Grading	1	LS	\$ -	\$ -
7	Temporary Construction Fencing	1	LS	\$ -	\$ -
TOTAL					\$ 75,000.00
2.0 PAVING, CURBS, & DECKING					
8	Concrete Paving	1,200	SF	\$ 25.00	\$ 30,000.00
9	Stabilized Decomposed Granite	8,235	SF	\$ 4.00	\$ 32,940.00
10	Wood Deck	571	LS	\$ 100.00	\$ 57,100.00
11	Concrete Headers	535	LF	\$ 30.00	\$ 16,050.00
12	Resilient Rubber Play Surface	5,825	SF	\$ 25.00	\$ 145,625.00
3.0 ARCHITECTURAL					
13	Restroom Building	1	LS	\$ 450,000.00	\$ 450,000.00
14	Office Building	1	LS	\$ 250,000.00	\$ 250,000.00
4.0 STRUCTURES					
15	Arbor Shade Structure	1	LS	\$ 40,000.00	\$ 40,000.00
16	Wood Stage	1	LS	\$ 12,000.00	\$ 12,000.00
5.0 FENCES, GATES, AND WALLS					
17	Tube Steel Fence	260	LF	\$ 125.00	\$ 32,500.00
18	Artistic Fence	335	LF	\$ 225.00	\$ 75,375.00
19	Fence @ Playground	380	LF	\$ 225.00	\$ 85,500.00
20	Gates	2	EA	\$ 4,000.00	\$ 8,000.00
21	Playground Gates	2	EA	\$ 4,000.00	\$ 8,000.00
22	Artistic Gates	1	EA	\$ 8,000.00	\$ 8,000.00
23	Mural Wall	35	LF	\$ 225.00	\$ 7,875.00
6.0 PLAY EQUIPMENT					
24	Playground Equipment	1	LS	\$ 392,650.00	\$ 392,650.00
7.0 SITE FURNISHINGS					
25	Picnic Tables	2	EA	\$ 3,000.00	\$ 6,000.00
26	Benches	3	EA	\$ 2,500.00	\$ 7,500.00
28	Bike Rack	3	EA	\$ 600.00	\$ 1,800.00
29	Park Bench	18	EA	\$ 2,500.00	\$ 45,000.00
30	Park Sign	2	EA	\$ 10,000.00	\$ 20,000.00

Item No.	Item Description	Quantity	Unit	Unit Price	Total
8.0 LANDSCAPE AND IRRIGATION					
31	Soil Preparation and Fine Grading	8,345	SF	\$ 0.75	\$ 6,258.75
32	Trees	15	EA	\$ 500.00	\$ 7,500.00
33	Weed Abatement	8,345	SF	\$ 0.50	\$ 4,172.50
34	Planting Area	8,345	EA	\$ 25.00	\$ 208,625.00
35	Automatic Irrigation System	1	LS	\$ 25,000.00	\$ 25,000.00
36	Landscape Boulders	1	LS	\$ 20,000.00	\$ 20,000.00
37	Wood Mulch (3" Layer)	70	CY	\$ 60.00	\$ 4,200.00
38	90-Day Maintenance	1	LS	\$ 12,000.00	\$ 12,000.00
9.0 SITE LIGHTING					
39	Electrical (Includes bollards, pole lights, and uplights)	1	LS	\$ 95,000.00	\$ 95,000.00

	Total Construction Items	\$2,299,121
	Contingency & Escalation Estimate (10% of construction estimate)	\$229,912
	Construction Budget Estimate	\$2,529,033

CITY OF MANHATTAN BEACH

MEMORANDUM

TO: Parks and Recreation Commission

FROM: Mark Leyman, Director, Parks and Recreation

DATE: May 29, 2024

SUBJECT: Selection of 2024/2025 Parks and Recreation Commission Chair

Annually, the Parks and Recreation Commission is required to select a Chair and Vice Chair for the Commission. The Commission Chair is a one-year term (June to May) and is rotated amongst the Commissioners in order of their seniority on the Commission. Commissioner Allen would be next in line to serve as Chair, with Commissioner Windes next in line for Vice-Chair.