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**San Rafael Community Center – 618 B Street, San Rafael, CA**  
**January 16, 2020 – 6:00 p.m.**

**CALL TO ORDER**

Chair Jeff Jones called the meeting to order at 6:03 p.m.

**Pledge of Allegiance**

**Roll Call**

**Commissioners Present:** Chair Jeff Jones, Vice Chair Stacey Laumann (arrived at 6:08), Mark Machado, Ariel Gutierrez, Tom Oblatz, Kathryn Reisinger, Cecily Emerson, Jeren Seibel

**Commissioners Absent:** None

**Staff Present:** Susan Andrade-Wax, Library & Recreation Director, Becky Ordin, Senior Administrative Assistant, Catherine Quffa, Assistant Library & Recreation Director, and Ashley Howe, Senior Recreation Supervisor

**AGENDA AMENDMENTS**

None

**MINUTES**

1. **Approve regular meeting minutes of November 21, 2020**

A motion was made by Commissioner Machado, seconded by Commissioner Reisinger, to approve the minutes of the November 21, 2020 meeting. **The motion was approved unanimously.**

**MEETING OPEN TO THE PUBLIC**

**2. Introductions/Awards/Recognitions/Presentations**

Ms. Andrade-Wax introduced Catherine Quffa. Ms. Quffa is our new Library & Recreation Assistant Director, and her purview is the Recreation and Child Care division.

**3. Public Comment from the audience regarding items not listed on the agenda**

None

**MATTERS BEFORE THE COMMISSION**

**4. California Park and Recreation Society – District 1 Community Service Award**

Ms. Andrade-Wax introduced Ashley Howe, Senior Recreation Supervisor at the Falkirk Cultural Center. Ms. Howe presented the information for the California Park and Recreation Society – District 1 Community Service Award. We would like to have the Commission consider nominating the B Team for the award.

Commissioner Laumann asked if it a given that they will get the award if they are nominated. Ms. Howe replied that yes, they will receive the award.

Commissioner Seibel asked if there were plans for continuance. Ms. Howe answered yes this is an ongoing group. The B Team is a group of very engaged community members.

Commissioner Seibel asked if the Measure A funding runs through 2021 or 2022? Ms. Andrade-Wax replied funding runs through 2021. Ms. Howe noted that the recognition for the Community Service for 2019, but this team has been involved in over 3 years.

Commissioner Laumann made a motion to nominate the B Team for the CPRS District 1 Community Service Award. Commissioner Machado seconded the motion.

**AYES: Commissioners: Machado, Laumann, Jones, Gutierrez, Oblatz, Reisinger, Emerson**

**NOES: Commissioners: None**

**ABSENT: Commissioners: None**

**Commission Reports and Comments**

**5. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.**

Commissioner Reisinger attended the Pickleweed Advisory Board meeting the prior week. This was the first meeting for the year. There was a presentation from the Canal Alliance, and they are working on creating guidelines for free meeting space at the Albert J. Boro Community Center. Steve Mason and his team are working on streamlining the process. They were able to put the Canal Alliance in touch with Whistle Stop to grow their ESL program for the active older adults.

Commissioner Jones attended the General Plan meeting. The draft of the Parks and Recreation Element and Policies was presented. Ms. Andrade-Wax was able to attend the meeting as well and clarified some of the information. The City of San Rafael does not have a comprehensive Parks and Recreation Master Plan for the City and there was a healthy debate about that. The committee has until the end of the month to comment on the report. The consultant will be bringing the report to the Park and Recreation Commission at their March meeting to receive feedback on the draft document and provide other recommendations.

**Staff Comments**

**6. Schedule of Upcoming Meetings and Events of Interest**

Ms. Andrade-Wax shared the City Council's recommendation from their October 7, 2019 meeting where the Library Planning Study was presented. The City Council directed staff to develop a Conceptual Plan for the joint Library and Community Center at Albert Park. Staff has begun working on a scope of services for the RFP (Request for Proposal) which they hope will be completed and posted in late spring.

The proposed Parks and Recreation Element and Policies from the 2040 General Plan update will be presented to the Commission in March. However, March 19 will not work so Ms. Andrade-Wax proposed two alternative dates in March to conduct the next Park and Recreation Commission meeting; March 12 or March 26.

**Adjournment**

The meeting was adjourned 6:44 p.m.

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BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020

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SUSAN ANDRADE-WAX, Library & Recreation Director