



**Watch on Zoom:**

<https://tinyurl.com/PRC-2020-10-15>

**Telephone: (669) 900-9128**  
**Meeting ID: 85785580921#**

**CALL TO ORDER**

Chair Jeff Jones called the meeting to order at 6:01 p.m.

**ROLL CALL**

**Present:** Commissioner Emerson (left meeting at 6:52 p.m.)  
Commissioner Gutierrez  
Commissioner Laumann  
Commissioner Machado  
Commissioner Obletz  
Commissioner Reisinger (arrived at 6:05 p.m.)  
Chair Jones

**Absent:** Commissioner Seibel

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Catherine Quffa, Assistant Library & Recreation Director  
Kelly Albrecht, Senior Recreation Supervisor  
Rochelle Grechman-Dibley, Senior Recreation Supervisor  
Steve Mason, Senior Recreation Supervisor  
Debbie Younkin, Senior Recreation Supervisor

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of September 17, 2020**

Commissioner Obletz noted that he left the September 17<sup>th</sup> meeting early and not Chair Jones.

Commissioner Laumann moved and Commissioner Machado seconded, to approve the regular meetings minutes of September 17, 2020.

AYES: Commissioners: Emerson, Gutierrez, Laumann, Machado, Obletz, & Chair Jones  
NOES: Commissioners: None  
ABSENT: Commissioners: None  
ABSTAINED: Commissioners: Reisinger

*Minutes approved as submitted.*

**MEETING OPEN TO THE PUBLIC**

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

Presentation on Recreation Division Covid19 Response & Service Modifications

Library and Recreation Director Susan Andrade-Wax introduced the Recreation management team which included Catherine Quffa, Assistant Library and Recreation Director, and the Senior Recreation Supervisors Kelly Albrecht, Steve Mason, Rochelle Grechman-Dibley, and Debbie Younkin. Ms. Andrade-Wax presented the Recreation Division Covid19 Response & Service Modifications.

The Senior Recreation Supervisors each recapped the Summer COVID19 Re-opening Phase of the individual recreation site they oversee.

Staff responded to questions from Commissioners.

The Senior Recreation Supervisors each recapped the Fall COVID19 Re-opening Phase of the recreation site they oversee.

Staff responded to questions from Commissioners.

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

None.

**MATTERS BEFORE THE COMMISSION**

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

**4. Informational report on the City's current recreation fees**

Library and Recreation Director Susan Andrade-Wax introduced Assistant Library and Recreation Director Catherine Quffa who presented the report on the City's current recreation fees.

Staff responded to questions from Commissioners.

## **COMMISSION REPORTS AND COMMENTS**

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

Commissioner Reisinger asked if any of the San Rafael staff would be attending the virtual CPRS Region 1 Fall Forum event that was coming up. Ms. Andrade-Wax replied that she did not know if staff would be attending.

## **STAFF COMMENTS**

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

Director of Library and Recreation Susan Andrade-Wax announced that two of the regular members of the Park and Recreation Commission's terms expire at the end of the October 2020. If either of the two commissioners would like to continue they would need to reapply and go through the process of being reappointed. If they did not choose to go through the process, this would be their last meeting.

Ms. Andrade-Wax asked to discuss the current schedule of going dark in December and having a meeting in November. Ms. Andrade-Wax noted that if we did not have anyone appointed in November she recommends going dark in November and having our meeting in December. In December we would be back to discuss the Recreation fees and we would have a full Park and Recreation Commission appointed. At time we would also be able to elect the chair and vice chair and set the calendar for next year.

Ms. Andrade-Wax asked for a thumbs up from the Commission who agrees to go dark in November, and everyone agreed. The next Meeting date would be December 17, 2020.

Commissioner Reisinger asked if we would be able to elect Chair Jones as Chair of the Commission again. Ms. Andrade-Wax replied that yes if he reapplies and gets selected again to serve on the Commission he could be re-elected.

Chair Jones announced that he would not be reapplying, and this would be his last meeting.

Ms. Andrade-Wax referred to the November schedule of the City furlough and holidays where the City offices will be closed.

**ADJOURNMENT**

Chair Jones adjourned the meeting at 8:17 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