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<https://tinyurl.com/PRC-12-17-2020>

Telephone: (669) 900-9128
Meeting ID: 857-8558-0921#

CALL TO ORDER

Chair Stacey Laumann called the meeting to order at 6:03 p.m.

ROLL CALL

Present: Commissioner Emerson
Commissioner Gutierrez
Commissioner Laumann
Commissioner Machado (left meeting at 7:00 p.m.)
Commissioner Reisinger

Absent: None

Also Present: Susan Andrade-Wax, Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Catherine Quffa, Assistant Library & Recreation Director
Steve Mason, Senior Recreation Supervisor
Habad Ahmad, Program Coordinator
Debbie Younkin, Senior Recreation Supervisor
Tiffany Haley, Program Coordinator

AGENDA AMENDMENTS

None

MINUTES

- 1. Approve regular meeting minutes of October 15, 2020**

Commissioner Reisinger noted in the October 15th minutes that it was not the first term of two of the members of the Park and Recreation Commission's term that expired.

Commissioner Machado moved, and Commissioner Emerson seconded, to approve the corrected meetings minutes of October 15, 2020.

AYES: Commissioners: Emerson, Gutierrez, Laumann, Machado, Reisinger
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

New Commissioners Oath of Office – Lindsay Lara, City Clerk

Library and Recreation Director Susan Andrade-Wax introduced City Clerk Lindsey Lara. Ms. Lara swore in Robert Sandoval and Kela Cabrales as Commissioners to the Park and Recreation Commission.

Commissioner Sandoval and Commissioner Cabrales gave a brief introduction of themselves.

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. Review of the Updated Guidelines for the Canal and Terra Linda Community Gardens

Library and Recreation Director, Susan Andrade-Wax introduced Assistant Library and Recreation Director, Catherine Quffa who introduced Debbie Younkin, Senior Recreation Supervisor at the Terra Linda Community Center, Steve Mason, Senior Recreation Supervisor at the Albert J Boro Community Center, Tiffany Haley, Program Coordinator at the Terra Linda Community Center, and Habad Ahmad, Program Coordinator at the Albert J Boro Community Center.

Ms. Younkin and Ms. Haley gave their presentations for the Terra Linda Community Garden. Mr. Mason and Mr. Ahmad gave their presentations for the Canal Community Garden.

Staff responded to questions from Commissioners.

5. Selection of Commission Chair, Vice Chair and Committee Assignments

Ms. Andrade-Wax gave an overview of the Chair, Vice Chair, Committee Assignments timeline and expectations.

Chair Laumann asked the Commissioners for interest in serving as Chair.

Commissioner Emerson nominated Commissioner Machado as Chair, and Commissioner Gutierrez seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Reisinger, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: Machado

Chair Laumann asked the Commissioners for nominations in serving as Vice Chair.

Commissioner Gutierrez nominated Commissioner Emerson as Vice Chair, and Commissioner Reisinger seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Machado, Reisinger, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: None

Ms. Andrade-Wax noted the Library and Community Center Conceptual Design Working Group needs one new representative. She gave an overview of the position, and asked for interest from the Commission.

Chair Laumann asked the Commissioners for nominations in serving on the working group.

Commissioner Machado nominated Commissioner Cabrales to serve on the Community Center Conceptual Design Working Group, and Commissioner Emerson seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Machado, Reisinger, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: None

Ms. Andrade-Wax reaffirmed that Commissioner Reisinger would like to be reappointed to the Pickleweed Advisory Board. Commissioner Reisinger stated that yes, she would like to be reappointed. Ms. Andrade-Wax asked Commissioner Gutierrez if she would like to continue to be the alternate for the Pickleweed Advisory Board. Commissioner Gutierrez stated that yes, she would like to continue as the alternate.

Chair Laumann asked the Commissioners if they would like to have new nominations in serving on the Pickleweed Advisory Board and there were none.

Commissioner Machado nominated Commissioner Reisinger to serve on the Pickleweed Advisory Board with Commissioner Gutierrez as the alternate, and Commissioner Emerson seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Machado, Reisinger, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: None

6. Review of the Commission Meeting Schedule for 2021

Ms. Andrade-Wax gave the background of the meeting dates for the Park and Recreation Commission and proposed the monthly meeting dates on the third Thursday of each month.

Commissioner Emerson suggested we move the February meeting to the 25nd instead of the 18th due to Winter Break for the schools. Ms. Andrade-Wax stated that yes, the February meeting can be moved to the 25th pending there are no conflicts with other boards or commission meetings.

Chair Laumann asked the Commissioners to make a motion to accept the 2021 meeting calendar with amendments.

Commissioner Gutierrez made a motion to accept the calendar, and Chair Laumann seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Reisinger, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Machado
ABSTAINED: Commissioners: None

COMMISSION REPORTS AND COMMENTS

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

Commissioner Emerson shared that she has been working in the Emergency Operations Center in public health for the county. They gave the first doses of the COVID vaccine today and yesterday. There are also new testing resources. There is a new vendor called Curative. Their business model is done by insurance, and they will be here five days a week in Marin in different locations except for San Rafael.

Commissioner Gutierrez shared that the Library and Community Center Conceptual Design Working Group went through 18 architect proposals. The group has narrowed it down to five proposals.

Chair Laumann wanted to recognize the Public Works Department who have been deployed from their regular parks positions to help on the streets. She has noticed staff out working hard.

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

Director of Library and Recreation, Susan Andrade-Wax reminded everyone that the libraries and community centers will be on a furlough schedule from Sunday, December 20th through Sunday, January 3rd.

Assistant Library and Recreation Director, Catherine Quffa stated that with the new shelter in place guidelines the department needed to shift and close indoor programming. The Childcare facilities are continuing to run through the holidays and serve their community as it is an essential service.

Ms. Andrade-Wax added the Marin County of Education has been partnering with us since September to offer learning hubs at the San Rafael Community Center and the Albert J Boro Community Center. They will continue the program in January and possibly through February. They are also contacting the School District to find out if there is an overflow need for the San Rafael High School or Davidson to have at the San Rafael Community Center as an overflow site to them. We will know more about that when we return in January.

ADJOURNMENT

Chair Laumann adjourned the meeting at 7:20 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director