



**Watch on Zoom:**  
<https://tinyurl.com/PRC-09-16-2021>

**Telephone: (669) 900-9128**  
**Meeting ID: 946 0348 5912#**

**CALL TO ORDER**

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

**ROLL CALL**

**Present:** Commissioner Cabrales  
Commissioner Emerson  
Commissioner Gutierrez  
Commissioner Laumann  
Chair Machado  
Commissioner Sandoval (arrived at 6:06)

**Absent:** Commissioner Reisinger

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Catherine Quffa, Assistant Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
April Miller, Assistant Public Works Director/ City Engineer

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of July 15, 2021**

Commissioner Laumann moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of July 15, 2021.

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

*Minutes approved as submitted.*

### **MEETING OPEN TO THE PUBLIC**

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

Ms. Andrade-Wax announced that Catherine Quffa has been selected as the next Library and Recreation Director for the City of San Rafael.

#### **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. Park Projects Status Report for April 2021 – August 2021**

Ms. Andrade-Wax introduced April Miller, Assistant Public Works Director/ City Engineer who presented the park projects status report.

Staff responded to questions from Commissioners.

#### **5. Parks Maintenance Status Report for April 2021 – August 2021**

Ms. Miller presented the parks maintenance status report.

Staff responded to questions from the Commission.

### **COMMISSION REPORTS AND COMMENTS**

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

None.

### **STAFF COMMENTS**

#### **7. Schedule of Upcoming Meetings and Events of Interest**

Ms. Andrade-Wax discussed the walk about at Sun Valley Park to familiarize the Commission on the area. Staff received quite a bit of feedback from the neighborhood regarding the off-leash dog program and other issues. Ms. Andrade-Wax will be meeting with Councilmember Hill and a representative of the Sun Valley Neighborhood Association to talk about the possibility of bringing the off-leash dog program to the commission for their consideration later. Most Dog parks at a park facility are usually only available in the morning hours. Those that are open later are large facilities with lights, and most are over three acres and over 33 acres. The size of the Sun Valley Park with the hillside it is just over 2 acres. The area down from the gazebo is less than an acre.

Ms. Andrade-Wax let the Commission know that the City Council is going to meet virtually until January. It is the plan that the Park and Recreation Commission continue to meet virtually through January.

Ms. Quffa gave an update on Child and Recreation. Childcare started after school programs in August. The Goldenaires are back in the San Rafael Community Center and have a few programs going and they are building up slowly. The Terra Linda seniors have returned, and the seniors at the Albert J Boro Community Center have started back up their congregate meal program. The bridge programs at the Terra Linda Community Center and Albert J Boro Community Centers have also started back up. The pools are winding down and will close the end of September.

Ms. Andrade-Wax shared that staff has a couple of recommendations regarding the Library and Community Center Conceptual Design, however there is more information needed to get everything refined before it goes to City Council in early November.

Ms. Andrade-Wax also shared that there is a testing site at the San Rafael Community Center on Tuesdays out in the parking lot. They take appointments and take up to 250 people a day.

## **ADJOURNMENT**

Chair Machado adjourned the meeting at 6:41 p.m.

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BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021

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SUSAN ANDRADE-WAX, Library & Recreation Director