



**Watch on Zoom:**  
<https://tinyurl.com/PRC-04-21-2022>

**Telephone: (669) 900-9128**  
**Meeting ID: 841 0672 5048**

**CALL TO ORDER**

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

**ROLL CALL**

**Present:** Chair Emerson  
Commissioner Gutierrez  
Commissioner Laumann  
Commissioner Reisinger

**Absent:** Commissioner Cabrales  
Commissioner Machado  
Commissioner Sandoval

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Catherine Quffa, Assistant Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Steve Mason, Senior Recreation Supervisor  
Janet Tanchez, Pickleweed Advisory Committee Member  
Nancy Palacios, Pickleweed Advisory Committee Member  
Rosa Vasquez, Pickleweed Advisory Committee Member  
Louise Yost, Pickleweed Advisory Committee Member

**AGENDA AMENDMENTS**

None.

**MINUTES**

- 1. Approve regular meeting minutes of March 17, 2022**

Commissioner Gutierrez moved, and Commissioner Laumann seconded, to approve the meetings minutes of March 17, 2022.

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

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

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

Chair Emerson acknowledged this was Park & Recreation Director Susan Andrade-Wax's last Park & Recreation Commission meeting as she is retiring. She thanked her for her 4 years of service, her leadership and carrying them through the Pandemic.

### **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. 2021 Annual Pickleweed Advisory Committee, Albert J. Boro Community Center, and Pickleweed Report**

Steve Mason asked Commissioner Gutierrez who is the Pickleweed Advisory Committee liaison to introduce the Pickleweed Advisory Committee members who were present. Mr. Mason presented the 2021 Annual Pickleweed Advisory Committee, Albert J. Boro Community Center, and Pickleweed Park Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Gutierrez moved, and Commissioner Reisinger seconded to accept the 2021 Annual Pickleweed Advisory Committee, Albert J. Boro Community Center, and Pickleweed Park Report

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

*Motion passes.*

**5. Parks Maintenance & Projects Status Report for January – March 2022**

April Miller, Assistant Director of Public Works/City Engineer was not able to attend the meeting. Susan Andrade-Wax accepted questions from the Commission.

Staff responded to questions from the Commission.

The Commission asked for an update on the Parks and Recreation Master Plan at this time. Ms. Quffa provided a summary of the Parks and Recreation Master Plan and the next steps.

Public Comments: None

Commissioner Laumann moved, and Commissioner Gutierrez seconded to accept the Parks Maintenance & Projects Status Report for January-March 2022.

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

*Motion passes.*

**COMMISSION REPORTS AND COMMENTS**

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

Commissioner Laumann wanted to report that it was her last meeting as a Commissioner. Ms. Andrade-Wax corrected her and let her know that her term wasn't up until May, so she has one more meeting to attend before her term is up.

Commissioner Reisinger's term will also end in May and she announced that she would not be continuing for a second term.

Louise Yost, Pickleweed Advisory Committee Member, shared information for the Earth Day event at the Mill Valley Community Center on April 24<sup>th</sup> from 1-5pm.

Chair Emerson asked about the status of the Commission meeting in person. Ms. Andrade-Wax replied that the City Council met for the first time in person and had a hybrid format. The Park & Recreation Commission could meet in person if the Commission was interested and could meet in an alternative location for a hybrid

format. The San Rafael Community Center is currently not set up for a hybrid model at this time.

Ms. Quffa shared that our Commission is not required to meet in person next month, but eventually everyone will be moving towards a hybrid meeting structure.

Ms. Andrade-Wax recommended that when there is information regarding the Parks and Recreation Master Plan that the Commission meet in person with the hybrid format.

Chair Emerson asked that they continue the virtual meetings and would like to discuss the hybrid option further when the other Commissioners are present.

Commissioner Gutierrez let the Commission know there will be a Heads Up carnival event at Davidson Middle School on Saturday, April 30<sup>th</sup> to support the San Rafael City Schools.

Commissioner Reisinger gave a shout out to Steve Mason and his team at the Albert J. Boro Community Center. She takes her daughter to the Volleystart program there and always has a great experience with the center and staff.

Rosa Vasquez, from the Pickleweed Advisory Committee, announced there is a Canal Alliance community outreach event this Saturday, April 23 from 1-4 to discuss their thoughts on walking, biking, and driving in the area.

Public Comment: None

## **STAFF COMMENTS**

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

Ms. Quffa let the Commission know the department is gearing up for Summer. The Summer activities guide should be out the first week in May. Summer camps are currently online. The Terra Linda Pool opened on April 11<sup>th</sup> with limited availability, and the schedule is currently online. The Hamilton Pool is targeted to open Memorial Day weekend. There is a new exhibit at Falkirk for Marin Open Studios that will run April 28<sup>th</sup> – June 10<sup>th</sup>. They will be having an opening reception on April 28<sup>th</sup>.

Ms. Andrade Wax thanked the Commission again for their support over the past four years. She let them know they have been a pleasure to work for and work with.

Public Comment: None

## **ADJOURNMENT**

Chair Emerson adjourned the meeting at 7:10 p.m.

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BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022

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CATHERINE QUFFA, Library & Recreation Director