



**Watch on Zoom:**  
<https://tinyurl.com/PRC-08-02-2022>

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

**CALL TO ORDER**

Chair Emerson called the meeting to order at 6:02 p.m.

**ROLL CALL**

**Present:** Commissioner Cabrales  
Chair Emerson  
Commissioner Gutierrez  
Commissioner Machado  
Commissioner Sandoval (arrived 6:05 p.m.)

**Absent:**

**Also Present:** Catherine Quffa, Library & Recreation Director  
Craig Veramay, Assistant Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Steve Mason, Senior Recreation Supervisor  
Stephen Rogers, Program Coordinator  
April Miller, Public Works Director  
JC Agcaoili, Junior Civil Engineer  
Tsumugi Fujimura, Gates + Associates  
Melonie Reynolds, Gates + Associates

**AGENDA AMENDMENTS**

None.

**MINUTES**

- 1. Approve regular meeting minutes of June 22, 2022**

Commissioner Machado moved, and Commissioner Cabrales seconded, to approve the meetings minutes of June 22, 2022.

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

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

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

Chair Emerson and Catherine Quffa, Park & Recreation Director recognized and thanked Commissioners Laumann and Reisinger for their service on the Commission.

Craig Veramay, Assistant Library & Recreation Director, introduced Stephen Rogers who gave a presentation of the upcoming recreation event for Movies in the Park.

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

Diane Pollock addressed the Commission regarding a memorial bench.

Mr. Veramay gave an update on the process development of the memorial bench policy for the City.

## **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. Approve Proposed Design for Sun Valley Playground Renovation**

JC Agcaoili, Junior Civil Engineer for the Public Works Department gave a brief overview and will be overseeing the project. Mr. Agcaoili introduced Melonie Reynolds and Tsumugi Fujimura from Gates + Associates who gave their presentation.

Staff responded to questions from the Commission.

Public Comment: Maura addressed the Commission.

Commissioner Machado moved, and Commissioner Gutierrez seconded to approve the proposed design and preferred playground equipment for the Sun Valley Park Playground renovation.

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

*Motion passes.*

**5. Discuss Wooden Gazebo at Sun Valley Park**

Catherine Quffa gave an overview of the wooden gazebo at Sun Valley Park for discussion.

Staff responded to questions from the Commission.

Public Comment: Chrise de Tournay Birkhahn addressed the Commission

Commissioner Sandoval moved, and Commissioner Machado seconded, to remove the wooden gazebo.

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

*Motion does not pass.*

**6. Review Measure A Workplan**

Craig Veramay presented the Measure A Workplan for July 1, 2022 – June 30, 2023.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Machado moved, and Commissioner Gutierrez seconded, to accept the Measure A Workplan report.

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

*Motion passes.*

**7. Selection of One (1) Commissioner to Serve as Liaison and One (1) Commissioner to serve as Alternate to the Pickleweed Advisory Committee**

Craig Veramay gave a brief overview of the requirements of the Pickleweed Advisor Committee liaison and requested a commissioner to serve as Alternate to the Pickleweed Advisory Committee.

Staff responded to questions from the Commission. Commissioner Machado volunteered to be the liaison and commissioner Gutierrez volunteered to be the alternate.

Public Comment: None

Commissioner Machado moved, and Commissioner Cabrales seconded, for Commissioner Machado to serve as the Liaison for the Pickleweed Advisory Committee.

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

*Motion passes.*

Commissioner Gutierrez moved, and Commissioner Machado seconded, for Commissioner Gutierrez to serve as the alternate Liaison for the Pickleweed Advisory Committee.

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

*Motion passes.*

## **COMMISSION REPORTS AND COMMENTS**

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

Commissioner Sandoval shared that he has taken his 7-month-old to the Terra Linda Community pool this week. Commissioner Cabrales added that her son is a lifeguard there.

Commissioner Machado attended the downtown bike race.

Public Comment: None

## **STAFF COMMENTS**

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

Ms. Quffa shared that the City's application for the Land and Water Conservation Fund for the project at Pickleweed Park has been recommended from the state for funding. We will start on a multi-month process to get through the federal grant process.

Commissioner Machado asked what the general timeline would be for that to happen. Ms. Quffa replied that we will hear by next Summer or Fall that the funds have been approved.

There will be an update on the Parks and Recreation Master Plan at the next Park and Recreation Commission meeting. There will be a Steering Committee meeting August 31<sup>st</sup>, and a Community Meeting Sept 8<sup>th</sup>. At those meetings staff will be bringing forward the criteria for prioritizing the projects.

Ms. Quffa gave an update on funding options for the City's deferred infrastructure needs. Given the current economic outlook, the City has decided it's not the right time to look at a tax measure.

Mr. Veramay reported out that we were approaching the end of the summer season, and to date, the summer programs filled 86% capacity overall and 84% of registered participants in the summer programs are San Rafael Residents. The Fall Activity Guide is expected to be delivered to San Rafael households on Thursday. This year, the Recreation Division has approved 32 youth scholarships to attend Recreation Division programs, and as a reminder, we have additional funds available to provide more scholarships.

Mr. Veramay gave a few personnel updates. In mid-July, we welcomed our new Pickleweed Preschool Center Director, Maria Velarde. We are in the 2nd round of interviews to fill the San Rafael Community Center Recreation Supervisor position and have a strong field of applicants. We are currently accepting applications for a vacancy in our Program Coordinator classification. The first review of those applications will be August 22nd.

Mr. Veramay continued with program highlights from the department. The school age child-care program will resume at the start of the school year, and our staff are gearing up in preparation for the new season. The aquatics program has had a great summer despite facing the challenge of recruiting and training enough staff during a nationwide lifeguard shortage. The Canal Mini Soccer League at the Albert J. Boro Community Center will receive an \$8,000 grant from Marin County Parks to make the program even more accessible to low-income youth in the Canal neighborhood and to purchase new equipment for the League. More than 156 children are enrolled in our current summer

session of Canal Mini Soccer. Lastly the Kendall C. King exhibit just wrapped up on Friday at the Falkirk Cultural Center, and there is currently a Call for Artists for a Juried Exhibition by Susan Press themed “Art to Amuse & Delight”.

Public Comment: None

**ADJOURNMENT**

Chair Emerson adjourned the meeting at 8:00 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