



**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 6:03 p.m.

**ROLL CALL**

**Present:** Commissioner Cabrales  
Chair Emerson  
Commissioner Gutierrez  
Commissioner Machado  
Commissioner Sandoval

**Absent:**

**Also Present:** Catherine Quffa, Library & Recreation Director  
Craig Veramay, Assistant Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Lauren Ivey-Thomas, RHAA  
Barbara Lundburg, RHAA

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve regular meeting minutes of August 2, 2022**

Commissioner Machado moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of August 2, 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. Public Comment from the audience regarding items not listed on the agenda**

None

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

Catherine Quffa, Library & Recreation Director, introduced Lauren Ivey-Thomas and Barbara Lundburg from RHAA, the City's lead consultants on the Citywide Parks & Recreation Master Plan process. Ms. Ivey-Thomas presented the Parks & Recreation Master Plan update.

Staff and consultants responded to questions and comments from the Commission.

Public Comment: 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. Sponsorship of Minor Park Amenities Draft Policy**

Craig Veramay, Assistant Library & Recreation Director, presented the draft of the Minor Park Amenity Sponsorship Policy.

Staff responded to questions from the Commission.

Public Comment: Maura addressed the Commission.

Commissioner Gutierrez moved, and Commissioner Machado seconded to recommend that City Council approve the draft policy Regulating Sponsorship of Minor Park Amenities.

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

*Motion passes.*

## **COMMISSION REPORTS AND COMMENTS**

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

Commissioner Gutierrez thanked staff for the movie night events at the parks. Commissioner Emmerson shared that Coleman Elementary Carnival was moved to Saturday, October 1<sup>st</sup> to not compete with the Headsup Carnival.

Commissioner Cabrales shared the San Rafael High School homecoming parade would be happening this year, but they have changed the route since parades cannot cross the train tracks.

Public Comment: None

## **STAFF COMMENTS**

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

Mr. Veramay began with scheduled events. California Coastal Cleanup is happening September 17<sup>th</sup>. Porchfest on September 18<sup>th</sup>. Monday the 19<sup>th</sup> is the City Council meeting and the Measure A Work Plan will be discussed. The next Movies in the Park is on September 23<sup>rd</sup> at Pickleweed Park. Prior to the movie there will be several City Departments at the event, games, fire trucks, popcorn and snow cones. The Pickleweed Park improvement project will also be shared with the community. The next movie in the park will be October 7<sup>th</sup> at the Terra Linda Park.

Mr. Veramay gave personnel updates. In August, we welcomed Darcie Chellew as our newest Recreation Supervisor – Darcie has worked for the City for more than 6 years, and was most recently the Program Coordinator responsible for Falkirk Cultural Center and our Community Gardens, and was promoted to become the San Rafael Community Center Recreation Supervisor. In addition, we just recommended two applicants for hire into our Program Coordinator classification. One of those vacancies is to backfill for Darcie's promotion, and the other will be responsible for programming at San Rafael Community Center. Those applicants are expected to start sometime in October.

Mr. Veramay continued with program highlights. Our school age child-care program and Youth Enrichment programs are off to a great start, and staff have been evaluating our summer programs in preparation for next year.

Our aquatics program has received many comments from the public asking us to expand and extend swim hours. Typically, Terra Linda Pool closes for the season sometime in mid-September. We're excited to announce that, pending City Council approval, we intend to extend the Terra Linda Swimming Pool season through the Fall to offer lap swim, water gym and private group rentals for our community. We have heard from many pool users that there is strong demand to continue lap swim during the

Fall season, and we are excited to trial an extended swim schedule on a pilot program basis. Our operating expenses during the fall season will be higher than during the summer months, so we are recommending a fee increase for Fall Season programs to help offset the cost of operating the pool. These were developed based upon anticipated demand, projected operating costs, and current staffing capabilities. We are submitting the proposed fees to City Council for review on Monday, October 3, 2022. If approved, the new Fall Season fees will go into effect on Tuesday, October 4, 2022. We will operate Terra Linda pool through at least October 30, 2022 and will assess our ability to continue operating beyond October based on demand, weather, and available staffing.

Staff shared in a recent meeting that the City has been recommended for award of a \$4.24 million Land and Water Conservation Fund Federal Grant, which will help fund the Pickleweed Park improvement project. This week, we were notified that the Library has received two new grants from the California State Library Building Forward Grant. \$1 million would be for the Downtown Carnegie Library to be used towards infrastructure and life safety improvements. A second \$1 million will be for the Pickleweed Library for renovation of the interior layout to expand staff and patron space.

The Falkirk Cultural Center's current exhibit is Art to Amuse & Delight, a Juried Exhibition curated by Susan Press August 19 - September 23. Our next exhibit will be the California Watercolor Show, with an Opening Reception on October 14, 2022 at 5pm.

Coincidentally, we received information recently that the Downtown San Rafael Arts District (DSRAD) is expecting to receive State funds from the State Cultural Art Committee, and we are excited about an upcoming legislative visit to the DSRAD on October 14th.

Public Comment: None

**ADJOURNMENT**

Chair Emerson adjourned the meeting at 7:29 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

