



Watch on Zoom:
<https://tinyurl.com/PRC-10-19-2023>
Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

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

ROLL CALL

Present: Commissioner Cabrales
Commissioner Emerson (Arrived at 6:10)
Chair Gutierrez
Commissioner Sandoval

Absent: Commissioner Machado

Also Present: Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Joanna Kwok, Assistant Public Works Director/City Engineer
Debbie Younkin, Senior Recreation Supervisor
Tiffany Haley, Program Coordinator
Cristina Farhang, Program Coordinator

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of October 19, 2023

Commissioner Sandoval moved, and Commissioner Cabrales seconded, to approve the meetings minutes of October 19, 2023.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval
NOES: Commissioners: None

ABSENT: Commissioners: Machado
ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN FOR PUBLIC EXPRESSION

Public Comment from the audience regarding items not listed on the agenda

None.

SPECIAL PRESENTATIONS

2. Introductions/Awards/Recognitions/Presentations

None.

OTHER AGENDA ITEMS

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. Other Agenda Items

a. Biannual Park Projects and Maintenance Status Report

Mr. Veramay introduced Joanna Kwok who presented the Biannual Park Projects and Maintenance Status Report.

Staff and Ms. Kwok responded to questions from the Commission.

Public Comment: None

Commissioner Cabrales moved, and Commissioner Sandoval seconded to accept the Biannual Park Projects and Maintenance Status Report.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Machado

ABSTAINED: Commissioners: None

Motion passes.

3. Other Agenda Items

b. Community Garden Annual Report

Mr. Veramay introduced Debbie Younkin who introduced Cristina Farhang who presented the Community Garden Annual Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Cabrales seconded to accept the Community Garden Annual Report.

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

Motion passes.

3. Other Agenda Items

c. Terra Linda Community Center Annual Report

Tiffany Haley presented the 2023 Annual Aquatics Program Review.

Debbie Younkin presented the Terra Linda Community Center Annual Report.

Staff responded to questions from the Commission.

Public Comment: None.

Commissioner Emerson moved, and Commissioner Cabrales seconded to accept the Terra Linda Community Center Annual Report.

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

Motion passes.

STAFF LIAISON REPORT

4. Staff Liaison Report.

Both Ms. Haley and Ms. Farhang have taken on new positions outside of the City of San Rafael. Mr. Veramay and Ms. Younkin gave thanked them for their time with the City of San Rafael. Mr. Veramay stated with the departure of the current program coordinators that there are now two vacant program coordinator positions open that the department is recruiting for.

Mr. Veramay highlighted a few of the upcoming events. Dia De Los Muertos car procession and alter display will be on October 21st in downtown San Rafael. The Dia

De Los Muertos celebration will be Saturday, November 4th at the Albert Boro Community Center.

On Monday, November 6th, Commissioner Machado has been invited to the 7pm City Council meeting to share our appreciation for his 16 years of service as a Park and Recreation Commissioner. The Commission was invited to make any comment or be there to celebrate with Mark as he receives a proclamation from the City.

There will no longer be a childcare program at Coleman Elementary school next school year. We have a new partnership with the Glenwood school. We are bringing in new students through their ELOP program. The childcare program is moving out of the portable building and into the multi-purpose room.

Age-Friendly San Rafael is having an Ageism training. The meeting was attended by approximately 45 City employees, who shared that the material was relevant and engaging.

The City conducted Park & Recreation interviews to fill the vacancies. Cicily Emerson will be continuing with the Commission and Andre Pasternak will fill Mark Machado's position.

For the next meeting we will be looking at filling the Chair and Vice Chair positions and reviewing the 2024 workplan.

Public Comment: None

COMMISSIONER REPORTS

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

Chair Gutierrez shared that she spent a lot of time at Pickleweed this Fall for soccer.

Public Comment: None

ADJOURNMENT

Chair Gutierrez adjourned the meeting at 7:12 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director