

Richmond Recreation & Parks Commission

MINUTES

Wednesday, March 03, 2021 6:00 PM



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▪ **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Meeting called to order by Chair Hurlbut at 6:01 p.m.

▪ **ROLL CALL**

PRESENT: Maryn Hurlbut, Joey Smith, Brendan Havenar-Daughton, Remi Payne (arrived at 6:07pm), Soheila Bana, Allison Blakeley, Eleanor Thompson, Pardip Saini

▪ **AGENDA REVIEW AND ADOPTION**

- There were no changes to the published agenda

▪ **ANNOUNCEMENTS & REPORTS THROUGH THE CHAIR**

1. The March Commission Roundtable work session will be held on March 9th, 2021
2. Next Commission meeting Wednesday, April 7th, 2021 via ZOOM
3. Currently \$413.08 in the Commission Trust Account
4. Membership Changes: none
5. Anyone wishing to speak during this meeting must send an e-mail to rec.parkscommission@gmail.com by 6 pm the day of the meeting with subject line = "rec&parks commission speaker" and state your comments and "Open Forum" or "Staff Reports" as example of topic to be discussed. You will be given "call in" instructions in a return e-mail.
6. If you need an interpreter at this meeting, call 510-620-6793 at least seven calendar days before the meeting
7. The Commission is continuing our periodic update of the By Laws at the next Round Table
8. Ethics training – should now be completed
9. City of Richmond only Official Bocce Ball Court is open and lighted for use by all residence at the Hurlbut Park at the west side of the Plunge
10. Archival of Commissioner Reports by Brendan

▪ **OPEN FORUM**

- There were no speakers

▪ **CONSENT CALENDAR**

- APPROVE – February, 2021 minutes
 1. Chair Hurlbut called for a motion to accept the minutes. Moved by Commissioner Smith and seconded by Commissioner Saini, the motion passed unanimously.

▪ **AD HOC REPORTS**

- Associate Commissioner Program – in legal
- Online Recreation & Parks Commission operations guidelines created by commissioners – on hold
- Creation of "Walk of Honor" as collaboration – Concept Paper – concept paper requested
- Creation of tree planting locations for Spring, 2021 – Commissioner Liaison Report – in communication with the Urban Forestry Advisor Council - Brendan Havenar-Daughton.
- Create new business cards for Joey, Remi, Brendan, Eleanor and Allison – need COR and CSD logo to

upload to Vista Print

▪ **STAFF REPORTS**

- Public Works Department – oral & visual report provided by Jose Urquilla, Superintendent of Facilities and Visual Report provided by Greg Hardesty, Superintendent, Parks and Landscaping
- Library & Community Services Department – oral & visual report provided by Ranjana Maharaj, Community Services Administrative Manager.

▪ **PRESENTATIONS, DISCUSSIONS, & ACTION ITEMS**

- Jim Nantell, the Library & Community Services Director provided an overview and an explanation of the hierarchy of the Recreation and Parks Commission Ordinance, the Boards and Commission Guidelines and the Recreation and Parks Commission By-Laws. He informed the Commission that the City Clerk, on the direction of the City Council, will be updating the Guidelines for Council review and adoption. He made a suggestion to the Commission that they could wait on conducting further work on the By-Laws and wait until the Guidelines are adopted by City Council. At which point they could decide to continue developing the By-Laws if the Guidelines do not meet the Commission's needs.
- The Commission received a presentation on Harbour-8 Park Expansion Project by Toody Maher, the Executive Director for Pogo Park. The Commission thanked Ms. Maher for the presentation and commended her on the great work she has been doing in building parks in the community.

▪ **COMMISSIONER LIASON REPORTS**

▪ **Comm. Bana**

- Working on community park proposal for El Sobrante Park

▪ **Comm. Blakely**

- Visited parks and picked-up litter. Notice of some park usage for picnics and basketball

▪ **Comm. Havenar-Daughton**

- Met with staff at Bay Vista Park to discuss new fencing, shade structure, irrigation and tree planting. Considered hosting Arbor Day at Bay Vista, in conjunction with UFAC
- Requested to be in UFAC attendance in March meeting to discuss collaboration between UFAC and R&P Commission (Arbor Day planning)
- Created template for tracking Commissioner monthly reports on a rolling basis
- Worked on By-Laws revision document, in communication with Comm. Payne to help with business card printing, and volunteered to review Love Your Block Mini-Grant proposals

▪ **Chair Hurlbut**

- Created "Punch List" for Feb., Overhead screens for update by CSD and PW for monthly public meeting, and created agendas for Public and Round Table Zoom meetings
- Attended Status meeting, visited parks, worked on new procedures and workflow chart for CSD & Commission, reviewed Boards & Commissions handbook draft and next steps for current naming requests
- Conducted follow-up calls and answered calls and emails from city residents

▪ **Comm. Saini**

- Visited BTA Park, Nicholl Park, JFK Park, and Miller Shoreline and chatted with the returning park residents.

▪ **Comm. Smith**

- Visited parks, followed-up at Veterans Park regarding fountain, talked to people at the tennis courts and asked how they feel about Pickleball, reminded Neighborhood Council leaders of LYB Mini-grant, and spotted wild hares at Nevin Park.

▪ **Comm. Thompson**

- Attended Iron Triangle Neighborhood Council meeting
- Visited parks – no attention needed at this time

▪ **ACTION ITEMS RECAP**

- Ranjana Maharaj, Community Services Administrative Manager – reminder: to register for webinar for Commissioners Roles and Responsibilities hosted by CPR CPM
- Chair Hurlbut – will send COR and CSD logo to complete business cards and will follow-up regarding

recycling bins at all parks

▪ **FUTURE AGENDA ITEM RECOMMENDATIONS**

- From previous commission meetings:
 - Presentations on any of the ad hoc committee completions
 - Commission Business Plan
 - Budgets

▪ **ADJOURNMENT**

- Meeting adjourned at 8:30 P.M.

Respectfully Submitted
Marisella Cardenas, Office Specialist