



**CITY OF RICHMOND**  
**Recreation & Parks Commission Meeting**  
**AGENDA**

**Wednesday, November 2, 2022 6:00 PM**

This meeting is held on Zoom that is accessible to people with disabilities.

Zoom link: <https://zoom.us/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRRnZjeUYxak9RZz09>

**Webinar ID: 937 7152 1625**

**Passcode: 156963**

Or One tap mobile: +16699006833, or 93771521625# US (San Jose)

Or join by phone: US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

International numbers available: <https://zoom.us/u/abTvlsoMuj>

**Board Members:** Joey Smith, Chair; Aaron Rowden, Vice Chair; Allison Blakeley, Secretary; Eleanor Thompson, Treasurer

**Commissioners:** Soheila Bana, Maryn Hurlbut, Catalin Kaser

1. **Call to Order** (3 min.)

- Pledge of Allegiance
- Genuine acknowledgement of the value of a land acknowledgement
  - The opportunity and risk of this moment in our agenda, and how to embrace it wisely
  - The simple acknowledgement that we stand, sit, live and exist on land that was previously and currently occupied and cared for by First Peoples prior to the establishment of the United States, California statehood and the founding of the City of Richmond
  - Embracing the truth and leaning into our discomfort
  - Relentlessly identifying and pursuing opportunities for genuine engagement with local indigenous communities to understand indigenous struggles, needs and goals with a specific focus on exploring pathways to return indigenous lands to indigenous hands

2. **Mission and Roll Call** (2 min.)

3. **Welcome and Meeting Procedures** (2 min.)

*Individuals who would like to address the Recreation and Parks Commission on relevant matters not listed on the agenda or on Department Reports for Information items not pulled for discussion, may do so under **Open Forum**.*

*Public comment may be made on agenda items when the item is discussed. The standard amount of time for each speaker, in either instance, will be two (2) minutes.*

4. **Agenda Review** (1 min.)

*The order in which items will be heard may be adjusted by Commissioner vote at this time. In addition, items may be removed from or placed on the Consent Calendar at this time. Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.*

5. **Open Forum** (10 min.; 2 min. per speaker)

*Issues brought to the attention of the commission in **Open Forum** cannot result in discussion or action at this meeting. Individuals who would like to address the Recreation and Parks Commission on relevant matters **not** listed on the agenda or on Department Reports for Information items **not** pulled for*

*Public comment may be made on agenda items when the item is discussed.*

6. **Announcements through the Chair** (5 min.)

7. **Consent Calendar** (2 min.)

*Items on the Consent Calendar are considered matters requiring little or no discussion and will be acted upon in one motion.*

a. APPROVE minutes of the October 5, 2022 Meeting

8. **Department Reports For Information** (10 min.)

*Unless items were pulled for discussion during Agenda Review, all reports are considered received and accepted by the commission requiring no further action.*

a. Public Works: Facilities – Jose Urquilla

b. Parks & Landscaping Divisions – Greg Hardesty

➤ Discuss suggestions for signage for facilities that are inclusive of our diverse users

➤ Discuss field leveling for Fairmead Park

c. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj

9. **Presentations** (15 min.)

a. Becky Orme, Chairperson, Urban Forestry Advisory Committee (UFAC) – (10 min.)

10. **Ad Hoc Committee Reports** (20 min.)

a. Sustainability and Climate Responsiveness Committee (Catalin/Maryn/Allison)

b. Coordinate open conversation on how the city can support the native stewardship of Ookwe Park:

i. Recreation and Parks Commission

ii. Sogorea Te' Land Trust

iii. Arts and Culture Commission

iv. Planning Commission

11. **Discussions and Action Items** (60 minutes)

*Following discussion of each item, the commission may vote to make recommendations to Commissioners, staff and/or to the City Council.*

- a. Discuss purpose for fundraiser and ways to fund raise for the Commission Trust Account

12. **Commissioner Liaison Reports** (14 min; 2 min. per member)

*At 8:00 PM, any items remaining on the agenda that require immediate attention may be moved to this time. All other items will be tabled to another meeting or the following commission meeting in order to make fair and attentive decisions. This meeting adjourns at 8:30 PM. The meeting may be extended by a majority vote of the commissioners.*

13. **Commissioner Comments** (7 min.; 1 min. per person)

14. **Agenda Setting for Next Meeting and Future Topics** (3 min.)

15. **Adjournment** (1 min.)

NEXT MEETING: Wednesday, December 7, 2022 at 6:00 p.m. via Zoom

*As presiding officer, the Recreation and Parks Commission Chair has the authority to preserve order at all Recreation and Parks Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission. Any documents produced by the City and distributed to the Commission regarding any item on this agenda will be made available at the Community Services/Recreation Division located at 3230 Macdonald Avenue, Richmond, California during normal business hours.*

## CORONAVIRUS DISEASE (COVID-19) ADVISORY

PURSUANT to the Governor of the State of California's Assembly Bill 361 and in the interest of the public health and safety, attendance at the City of Richmond City Council meeting will be limited to Council members, essential City of Richmond staff, and members of the news media. Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below.

Public comment may be submitted by email and/or Zoom video conference in the manner that follows; provided that no member of the public may submit more than one verbal comment per agenda item.

1. Via email to [recreation@ci.richmond.ca.us](mailto:recreation@ci.richmond.ca.us) by 1:00 p.m. the day of the meeting.

Emails MUST contain in the subject line 1) Public Comments – Open Forum; **OR** 2) Public Comments agenda item # - [include the agenda item number].

All such email will be posted on-line and emailed to the Commission before the meeting is called to order. **No individual email will be read into the record. Due to the high volume of emails received, emails that do not contain the correct identifying information in the subject line may be overlooked and may not become part of the record. Email received after 1:00 p.m. will be posted on-line following the meeting as part of the supplemental materials attached to the meeting minutes.**

2. Via Zoom by video conference or by phone using the following link/call-in numbers – for Open Session:

Please click the link below to join the webinar:

Zoom webinar link: <https://zoom.us/j/93771521625?pwd=ZEI1Q0ZiOHV4b0lRRnZjeUYxak9RZz09>

**Webinar ID: 937 7152 1625**

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or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 937 7152 1625

International numbers available: <https://zoom.us/u/abTvlsoMuJ>

- a. To comment by video conference, click on the Participants button at the bottom of your screen and select the “Raise Your Hand” button to request to speak when Public Comment is being asked for. Speakers will be called upon in the order they select the “Raise Your Hand” feature. When called upon, press the unmute button. After the allotted time, you will then be re-muted.  
\*\*
- b. To comment by phone, you will be prompted to “Raise Your Hand” by pressing “\*9” to request to speak when Public Comment is asked for. When called upon, you will be asked to unmuted by

pressing \*6. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>. \*\*

3. Use the below email address to correspond directly with the Chairperson for any other issues:  
[rec.parkscommission@gmail.com](mailto:rec.parkscommission@gmail.com)

\*\*The Chair will announce the agenda item number and open public comment when appropriate. Individuals who would like to address the Commission should raise their hand. The Chair will close public comment when public comment is concluded.

Open Forum for Public Comment: Individuals who would like to address the Commission on matters not listed on the agenda or on items remaining on the consent calendar may do so under Open Forum.

*The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the Commission receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.*

AB 361 Procedures in the Event of Technical Difficulties: In the event the meeting broadcast is disrupted, or if a **technical issue on the agency's end** disrupts public participation, the legislative body board cannot take any further action on the agenda until the technical issue is resolved.

**Record of all public comments:** Properly labeled public comments will be considered a public record, put into the official meeting record, available after the meeting as supplemental materials, and will be posted as an attachment to the meeting minutes when the minutes are posted: [Archive Center](#) • [Richmond](#) • [CivicEngage](#)

**Procedures for Removing Consent Calendar Items from the Consent Calendar:** Members of the public who request to remove an item from the consent calendar must first discuss the item with a staff member by phone or a back-and-forth email discussion, and state the name of the staff member when requesting removal of the item from the consent calendar.

Any member of the Commission who would like to remove an item from the consent calendar must notify the appropriate staff person prior to the meeting. Although members of the Commission are encouraged to ask questions and share concerns with staff ahead of the meeting, they are not required to do so.

The Recreation Division staff must be informed of any requests to remove items from the Consent Calendar.

**Accessibility for Individuals with Disabilities:** Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [recreation@ci.richmond.ca.us](mailto:recreation@ci.richmond.ca.us) or submitted by phone at 510-620-6950. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-person participation: During the pendency of Assembly Bill 361, the language in this Advisory portion of the agenda supersedes any language contemplating in-person public comment.

# **Richmond Recreation & Parks Commission**

## **MINUTES**

**Wednesday, October 5, 2022 6:00 PM**



To view a video of this meeting click on this link:

[https://richmond.granicus.com/ViewPublisher.php?view\\_id=37](https://richmond.granicus.com/ViewPublisher.php?view_id=37)

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

Meeting called to order by Chair Joey Smith at 6:00 pm

### **ROLL CALL**

**PRESENT:** Joey Smith, Soheila Bana\*, Allison Blakeley, Maryn Hurlbut, Catalin Kaser, Aaron Rowden and Eleanor Thompson

\*Arrived After Roll Call and Left Before Adjournment

**ABSENT:** None

Chair Smith provided a brief overview of the meeting procedures and the Mission of the Recreation & Parks Commission.

### **AGENDA REVIEW**

Commissioner Bana asked to have the presentations moved up in the agenda, as she will be unable to attend the full meeting. Chair Smith asked commissioners to provide notice in advance when they are unable to attend a full meeting so the agenda can be properly prepared. Nevertheless, Chair Smith reiterated that this is the proper place in the agenda to make the request, so if the presenters are available, the demand can be heard.

Motion by Commissioner Bana to move Item 9 (Presentations) to follow Item 7 (Consent Calendar), seconded by Treasurer Thompson, and carried unanimously by a voice vote.

### **OPEN FORUM**

Cordell Hindler, Richmond, stated he will attend the youth council meeting later this month and will encourage them to apply for the vacancies on the Recreation and Park Commission. Mr. Hindler reminded Chair Smith, Secretary Blakeley and Commissioner Hurlbut that their commission terms will be expiring this month. In addition, Mr. Hindler extended an invitation to the Richmond Rotary Club meeting at the Richmond Country Club on Friday, October 7<sup>th</sup> at 12:30pm, where the guest speaker will be Sherwin Harris who will be discussing the Bay Area Rescue Mission.

Chair Smith advised that the City Clerk has accepted the three renewal applications; however, Ranjana Maharaj, Deputy Director of Community Services will follow-up with the City Clerk's office to confirm.

## **ANNOUNCEMENTS THROUGH THE CHAIR**

- a) Chair Smith advised the Next Commission meeting would be held on November 2, 2022, via Zoom.
- b) The balance of the Commission Trust account remains at \$413.08; the RTA Snow Ball account is \$0.00, as scholarships have all been awarded, and she encouraged all to make donations.
- c) There were no membership changes.

## **CONSENT CALENDAR**

### **Approve Minutes of the August 3, 2022 Meeting**

Motion by Commissioner Hurlbut to approve the minutes of the August 3, 2022, meeting as submitted, seconded by Secretary Blakeley, and carried by a voice vote with Commissioner Kaser abstaining.

## **PRESENTATIONS**

**100K Trees for Humanity** – Amos White, Chief Planting Officer for 100K Trees for Humanity, provided an extensive visual and verbal update on this urban reforestation non-profit in the East Bay, which is a community-driven workforce development that focuses on the initiative of planting trees. Their goal is to plant 100K trees on average in every urban community.

Mr. White answered extensive questions from Chair Smith, Secretary Blakeley, and Commissioner Hurlbut and shared the following links and contact information.

<http://www.100ktrees4humanity.com>

<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>

<https://www.treeequityscore.org/>

Amos White: [Amos@100ktrees4humanity.com](mailto:Amos@100ktrees4humanity.com)

**WCCUSD Joint Use Agreement** – Tetteh Kisseh, Community Services-Recreation Supervisor, presented a visual and oral report on a five-year Joint Use Agreement between the West Contra Costa Unified School District and CSD-Recreation through 2027. Currently, the Joint Use Agreement has been placed on the City Council Agenda for 10/18/22 and if passed, will be sent to the school district for their signatures.

Mr. Kisseh answered questions from Commissioner Hurlbut as to Washington School and the use of their adjacent park. In addition, Commissioner Kaser expressed appreciation for these agreements with public entities, as they are important to encourage community engagement and care for our parks.

Eli Moore, Richmond parent, voiced concerns over the lack of green areas on school campuses and the unavailability of adjacent parks. He has meet with school officials who expressed the complexity of the issue due to insurance restrictions and permission usage. Mr. Moore wishes there can be a future agreement with the city and schools to make it easier for students to enjoy outdoor time in their neighboring parks.

LaShonda White, Interim Director of Library and Community Services, shared that the goal of the city is

to work with the schools, principals and/or district to provide access to our parks; however, we must keep in mind, the city must protect those accessing park space in terms of insurance and liability issues. Nevertheless, she reassured that the city is committed to providing children access to green space and will do all that is necessary to make this a reality going forward.

## **DEPARTMENT REPORTS FOR INFORMATION**

### **Public Works: Facilities**

Ranjana Maharaj presented for Jose Urquilla, Superintendent of Facilities who was not in attendance.

### **Parks & Landscaping Divisions**

Greg Hardesty, Superintendent of Parks & Landscaping, provided a verbal and visual report, and responded to questions from Secretary Blakeley as to the Greenway camp clean-up. In addition, Commissioner Hurlbut asked if there are any future tree planting plans, referencing tonight's presentation from 100K Trees for Humanity. Mr. Hardesty suggested inviting Becky Orme, Chairperson of the UFAC (Urban Forestry Advisory Committee) to address any questions or concerns as to planting trees going forward.

### **Community Services Division: Recreation and Neighborhood Services**

Ranjana Maharaj, Deputy Director for Community Service-Recreation, along with Recreation Supervisors Troy Porter and Tetteh Kisseh, provided an extensive oral and visual report.

LaShonda White provided a Booker T Anderson (BTA) Pickleball/Tennis Court Update and the plans to resurface the courts. Currently, there are plans to meet with the Southside Neighborhood Council to discuss the addition of four (4) permanent pickleball (instead of two) and maintain the one (1) tennis court (with the pickleball overlay) on the site. Results of the discussion will be provided at the November Commission meeting for approval by the Commission of the other two courts.

*At this time (9:00 pm), Chair Smith called for a motion to extend the meeting beyond the scheduled time which was motioned by Vice-Chair Rowden and seconded by Commissioner Kaser and carried with an unanimous voice vote.*

Travis Gok, Acting Program Coordinator, provided an update on the pickleball programs offered during the Summer and After School Program, which has generated excitement by our youthful attendees.

## **AD HOC COMMITTEE STATEMENTS**

### **a.) Sustainability and Climate Responsiveness Committee (Catalin/Maryn/Allison)**

There were no reports at this time.

### **b.) COORDINATE Open Conversation on How the City can Support the Native Stewardship of Ookwe Park:**

Vice-Chair Rowden advised that he continues to gather information from former Vice-Chair Havenar-Daughton and hopes to have a more extensive report at the next meeting when all the material has been received and reviewed.

## **DISCUSSIONS & ACTION ITEMS**

### **1. DISCUSS ways to raise funds for the Commissioner Trust Accounts**

Commissioner Blakeley questioned the need to raise funds for the Commission Trust Accounts and Chair Smith suggested using funds for business cards, t-shirts, etc.in the future. Commissioner Kaser expressed concern over a commission raising funds for themselves and suggested discussing at a future meeting. Treasurer Thompson clarified her request to discuss the topic, as she wasn't sure what the funds currently in the account are truly for. Commissioner Hurlbut stated that in the past, the funds were to assist the Commission for an event which is no longer feasible.

### **2. DISCUSS suggestions for signage for facilities that are inclusive of our diverse users**

### **3. DISCUSS field leveling for Fairmead Park**

Above discussion items (#2 and #3) will be postponed to the November meeting with no objections.

## **COMMISSIONER LIAISON REPORTS / COMMENTS**

Secretary Blakeley participated in the Coastal Clean Up at Shimada Friendship Park and expressed concern over a serious goose problem creating an unhealthy environment.

Commissioner Kaser shared she also participated in the Coastal Clean Up at the eastern entrance to the Greenway and creek area.

Chair Smith observed activities at Nevin, South and City Hall Parks and was encouraged that maintenance items have been addressed.

## **AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS**

Commissioner Hurlbut discussed the need to review our business plan for the next 12 months and see what important items we want to accomplish in the upcoming year.

## **ADJOURNMENT**

The meeting adjourned at 9:29 pm

Respectfully Submitted,  
Christine George  
Executive Secretary

**Recreation and Parks Commission  
2022 Meeting Attendance**

Commissioner	Term Ending	Jan 2022	Feb 2022	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Total Absences
Joey Smith	Appt. 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/22	P	P	P	P	P	P	P	P	P	P			0
Soheila Bana	Appt. 10/17/17-10/26/19 Re-appt. 3/17/20-10/26/23	P	P	P	E	P	A	P	E	A	P			4
Allison Blakeley	Appt. 12/3/19-10/26/22	P	P	P	P	E	E	P	P	P	P			2
Maryn Hurlbut	Appt. 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/22	P	P	E	P	P	E	E	P	P	P			3
Catalin Kaser	Appt. 6/15/21-4/28/24 Serving unexpired term	P	P	P	P	P	E	P	P	A	P			2
Aaron Rowden	Appt. 10/26/21 – 10/26/24	P	P	P	E	P	P	P	P	E	P			2
Eleanor Thompson	Appt. 7/10/18-10/26/18 Re-appt. 12/4/18-10/26/21 Re-appt. 6/28/22-10/26/24	P	P	P	P	P	E	P	P	A	P			2

**Legend**

P = Present  
A = Absent  
E = Excused  
Absence

**Excused absences are:**

1. Military and related military service leave
2. Bereavement
3. Attendance of Commission related conferences and meetings.