



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

**Wednesday, August 3, 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** (2 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. **Roll Call** (1 min)

3. **Welcome and Meeting Procedures** (1 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 July 13, 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

i. Portables for Cheese Park and multi-language signage update

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

9. **Presentations**

a. Harbour-8 Park Update - Toody Maher

b. Rails-to-Trails Conservancy Plan - Ben Kaufman

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**

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

None.

12. **Commissioner Liaison Reports** (14 minutes, 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, September 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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- 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, July 13, 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 6:01pm

### **ROLL CALL**

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

ABSENT: Maryn Hurlbut (Excused)

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

### **AGENDA REVIEW**

Motion by Commissioner Blakeley to accept the agenda meeting as submitted, seconded by Commissioner Thompson, and carried unanimously by a voice vote.

### **OPEN FORUM**

Cordell Hindler, Richmond, congratulated Commissioner Thompson on her re-appointment to the Recreation and Parks Commission. In addition, Mr. Hindler extended an invitation to the Richmond Rotary Club meeting at the Richmond Country Club on Friday, July 15<sup>th</sup> at 12:30pm.

David Swanson and Diane Richwine, Richmond, expressed their desire to have more neighborhood block parties; however, the process with the City of Richmond is too expensive and difficult which needs to be streamlined. It is their experience that more block parties would help with crime control and improve neighborhoods getting to know one another.

Commissioner Kaser also expressed support for block parties, as it is a proven fact that getting to know your neighbors helps to secure our city and make our streets safer. She would encourage action be taken to make block parties something Richmond celebrates and encourages.

### **ANNOUNCEMENTS THROUGH THE CHAIR**

- a) Chair Smith advised that the Next Commission meeting would be held on August 3 2022 via Zoom.
- b) The balance in the Commission Trust account was reported to be \$6,750 in the Trust for the RTA Snow Ball account; however, Commissioner Hurlbut was not in attendance to verify the exact amount or advise if Snow Ball scholarships have been awarded.
- c) There were membership changes with the Re-appointment of Commissioner Thompson through 10/26/24. In addition, Vice Chair Havenar-Daughton advised the Commission via email that he needed to resign, as he has been given the opportunity to seek other endeavors.

## **CONSENT CALENDAR**

**Approve Minutes of the May 4, 2022 Special Meeting**  
**Approve Minutes of the May 4, 2022 Meeting**  
**Approve Minutes of the June 1, 2022 Meeting**

Commission Kaser asked that the minutes be addressed separately, as she and other commissioners were not in attendance for all the previous meetings.

As to the May 4, 2022 Special Meeting and regular May 4, 2022 Meeting, Commissioner Kaser motioned to approve these minutes, seconded by Commissioner Rowden, and carried with a voice vote to approve with Commissioner Blakeley abstaining.

As to the June 1, 2022 Meeting, Commissioner Rowden motioned to approve these minutes, and Chair Smith seconded as she was the only other person in attendance. Item carried with a voice vote to approve with Commissioner Blakely, Kaser, and Thompson abstained.

## **DEPARTMENT REPORTS FOR INFORMATION**

### **Public Works: Facilities**

Report from Jose Urquilla, Superintendent of Facilities, was provided verbally and visually, and responded to questions as to the concerns of the hydraulic lift damage at the Auditorium.

### **Parks & Landscaping Divisions**

Greg Hardesty, Superintendent of Parks & Landscaping, provided a verbal and visual report, and responded to questions as to the use of goats to handle weed abatement and he hopes to get further funding in the future. Secretary Blakeley inquired as to the status of portable facilities at Cheese Park and Mr. Hardesty advised he will follow up to get them out there soon. Commissioner Bana asked about weed abatement to the 94803 area and expressed her concerns as we approach fire season. Commissioner Kaser brought up the need to replace the rubber mat at Burg Park and Greg advised they were aware and anticipate getting bids soon. Chair Smith asked for an update on the multi-language signage in which Greg informed they are getting correct verbiage before posting.

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

Ranjana Maharaj, Deputy Director for Community Service-Recreation, provided an extensive oral and

visual report and responded to comments from Chair Smith, specifically as to the process and timeline of how the Richmond Tool Library handles requests and returns.

## **PRESENTATIONS**

**Harbour 8 Park Update** – No one appeared to speak

**West Contra Costa Fire Safe Council** – Commissioner Bana gave an educational report on this new council and how they will focus on keeping our neighborhoods safe from fire and other natural disasters. In the near future, they hope to get a web site for public outreach and to further educate the public.

## **AD HOC COMMITTEE STATEMENTS**

**Sustainability and Climate Responsiveness Committee** (Catalin/Maryn)

Commissioner Kaser advised she has been in contact with Amos White of *100k Trees for Humanity*, who would like to include places in Richmond to get more trees planted and would like to give a presentation in September. In addition, she has spoken to Ben Kaufman, from Rails-to-Trails Conservancy, who is working on improving recreation connectivity in Richmond and will be giving a presentation in August. Commissioner Kaser extended an invitation to add members to this Ad Hoc Committee and Commission Blakeley volunteered.

## **DISCUSSIONS & ACTION ITEMS**

Commissioner Bana requested that a recommendation be made to City Council to remove the application process and fees for small groups. Chair Smith and Ms. Maharaj advised this needs to be discussed in-house with CSD management team.

a) **NOMINATE** Committee for the election of Officers to the R&P Commission

Chair Smith advised there were nominations for herself as Chair, Commissioner Rowden as Vice Chair, Commissioner Blakeley to continue as Secretary, and Commissioner Thompson as Treasurer. All have accepted these nominations. Commissioner Kaser moved to ratify the slate of candidates as was presented, with a second by Commissioner Bana. The matter was carried with a unanimous voice vote.

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

With Vice Chair Havenar-Daughton's resignation, Chair Smith asked if any commissioner would like to lead this endeavor and Commissioner Rowden expressed his interest and will reach out to Brendan for updates.

## **COMMISSIONER LIAISON REPORTS / COMMENTS**

Chair Smith thanked CSD, Landscape and Parks, and Richmond Fire Department for their support for Willie Mays Day, the Juneteenth celebration, and the July 3<sup>rd</sup> Fireworks event. Chair Smith expressed her excitement for attending the opening of permanent pickleball courts on July 2<sup>nd</sup>.

Commissioner Blakeley provided written comments as to her updates and asked if it was possible to

apply for grant funding for restrooms at Cheese Park and Ms. Maharaj stated she will check with staff.

Commissioner Kaser reported she was able to enjoy many park activities such as the Juneteenth celebration and the pickleball opening. She asked if there could be a park assignment and further guidance on specific tasks to fulfill more details to report on.

Commissioner Rowden reiterated he would appreciate further instruction as stated by Commissioner Kaser and Chair Smith will follow up to provide clarity.

Commissioner Thompson thanked all who helped with the Willie Mays Day and the July celebration. She voiced concern over limited Summer classes for Tennis and Swimming, as she was contacted by members of the community, who were unable to get all their children enrolled before slots were filled.

Commissioner Kaser expressed interest in getting a physical map of all City of Richmond Parks given to the Commission. She further asked if there was a plan for reviewing and revising the Master Parks Plan. Ms. Maharaj stated she will reach out to Greg Hardesty, as it will be a collaborative effort between Recreation and Parks.

Ms. Maharaj offered to provide a parks tour in the future. Chair Smith would like to check on the vacancies on the commission and offer a tour once those vacancies are filled.

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

Secretary Blakeley reiterated that Greg Hardesty will follow up with getting portables for Cheese Park and provide an update for the next meeting. In addition, we will plan to hear presentations from Ben Kaufman (*Rails-to-Trails*) at the August meeting and Amos White (*100k Trees for Humanity*) possibly at the September meeting. Ms. Maharaj will reach out to Toody Maher and the Mayor's office to possibly reschedule presentations for future meetings.

#### **ADJOURNMENT**

The meeting adjourned at 8:40pm

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						0
Brendan Havenar-Daughton (Resigned 7/01/22)	Appt. 11/5/19-10/26/22	E	P	P	E	E	E	-	-	-	-	-	-	4
Soheila Bana	Appt. 10/17/17-10/26/19 Re-appt. 3/17/20-10/26/23	P	P	P	E	P	A	P						2
Allison Blakeley	Appt. 12/3/19-10/26/22	P	P	P	P	E	E	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						3
Catalin Kaser	Appt. 6/15/21-4/28/24 Serving unexpired term	P	P	P	P	P	E	P						1
Aaron Rowden	Appt. 10/26/21 – 10/26/24	P	P	P	E	P	P	P						1
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						1

**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.