



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, March 4, 2026, 6:00 pm
Councils Chambers, 440 Civic Center Plaza

This meeting is held in a building that is accessible to people with disabilities.

Board Members: Chair, Jan Mignone; Vice Chair, Samantha Torres, Secretary, Jennifer Koscielniak; Treasurer, Mike Warren
Commissioners: Jake Rogers, Alexander Rony, Joey Smith
Staff Liaison: Ranjana Maharaj, Deputy Director for Community Services-Recreation

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

- Pledge of Allegiance
- Land Acknowledgement

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 comments 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 and Adoption** (1 min.)

The order in which items will be heard may be adjusted by Commission 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 discussion, may do so at this time.*

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 February 4, 2026 Meeting

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

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

- a. Public Works: Parks & Landscaping and Facilities Divisions – Jason Lacey, Parks and Landscaping Superintendent
- b. Community Services-Recreation: Recreation and Neighborhood Services – Ranjana Maharaj, Deputy Director, Community Services-Recreation

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

- a. RECEIVE a presentation from East Bay Pickleball Association – Darlene Rios Drapkin

10. **Discussions and Action Items** (15 minutes)

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

11. **Commissioner Liaison Reports/Comments** (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.

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

13. **Adjournment** (1 min.)

NEXT MEETING: Wednesday, April 1, 2026, at 6:00 p.m.

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 Community Services-Recreation located at 3230 Macdonald Avenue, Richmond, California during normal business hours.

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 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. Community Services-Recreation 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 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 or submitted by phone at 510-620-6950. Requests will be granted whenever possible and resolved in favor of accessibility.



CITY OF RICHMOND
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MEETING MINUTES
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440 Civic Center Plaza – Council Chambers

This meeting is held in a building that is accessible to people with disabilities.

Board Members: Jan Mignone, Chair; Samantha Torres, Vice Chair; Jennifer Koscielniak, Secretary; Mike Warren, Treasurer
Commissioners: Maryn Hurlbut, Jake Rogers, Alexander Rony, Joey Smith
Staff Liaison: Ranjana Maharaj, Deputy Director for Community Services-Recreation

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order by Chair Jan Mignone at 6:04 pm

ROLL CALL

PRESENT: Jan Mignone, Samantha Torres, Jennifer Koscielniak, Mike Warren, Maryn Hurlbut, Jake Rogers, Alexander Rony, and Joey Smith

ABSENT: Maryn Hurlbut (term expired)

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

AGENDA REVIEW

Motion by Commissioner Smith to approve the agenda as presented, seconded by Vice Chair Torres, and carried unanimously by a voice vote.

OPEN FORUM

- Cordell Hindler shared he continues to encourage the Richmond Youth Council to apply to be part of the Recreation & Parks Commission; in addition, he invited everyone to the Contra Costa County Mayors Conference taking place on February 5, 2026 at the Richmond Country Club, as well as the Chamber of Commerce breakfast on February 24, 2026, with guest speaker Richmond Police Chief Tim Simmons.

ANNOUNCEMENTS THROUGH THE CHAIR

- a.) Chair Mignone advised the Next Commission meeting will be held March 4, 2026
- b.) The balance of the Commission Trust Account is \$413.08
- c.) Welcomed Jake Rogers and Alexander Rony
- d.) Encouraged all to attend the 3rd Community Outreach Event at and for the MLK Community Center and Park where discussions and feedback are to be held on February 25, 2026 at 6:00pm

CONSENT CALENDAR

Vice Chair Torres motioned to approve the minutes for the December 3, 2025 meeting, seconded by Secretary Koscielniak, carried with an agreed voice vote with Commissioners Rogers and Rony abstaining.

DEPARTMENT REPORTS FOR INFORMATION

Parks & Landscaping Division

Jason Lacey, Parks & Landscape Superintendent, along with Alex White, Parks Supervisors, shared visual and verbal updates.

Community Services– Recreation

Troy Porter, Recreation Supervisor, along with Recreation Program Coordinator, Maurice Range, and Stephanie Ny, Associate Management Analyst, provided detailed oral and visual reports on upcoming and recent Recreation activities.

PRESENTATION

a.) Nicholl Park Vandalism Prevention – Garry Hurlbut

Garry Hurlbut, President of the Richmond Tennis Association, provided a presentation on Nicholl Park's ongoing vandalism of the lights, nets, and defecation on the tennis courts. Mr. Hurlbut suggested locking up the courts and providing a motion security light/camera to deter people from the area.

Mr. Hurlbut answered questions from the commission and shared the plans to resurface the courts by applying for a grant through USTA.

COMMISSIONER LIAISON REPORTS

Commissioner Smith attended the Senior Winter Ball and continues to visit her designated parks.

Vice Chair Torres joined the iron triangle neighborhood council meeting on January 21st and encouraged others to visit neighborhood council meetings. Ms. Torres attended the Field Users meeting and the Main Street Task Force Initiative. In addition, Ms. Torres reminded all of the Nevaeh Youth Sports Safety Act (AB 310) requirements which take effect in early 2027 and 2028.

Commissioner Koscielniak would like the area around Baxter Park and the bike pathway to get attention due to broken glass, trash, etc.

Commissioner Rogers and Secretary Koscielniak look forward to having a park assignment listing in the future now that the commission is back to full membership.

AGENDA SETTING

Vice Chair Torres and Chair Mignone suggested providing training for the commission and Jason Lacey stated he could present an overall review of Public Works and Parks responsibilities. Chair Mignone also suggested Recreation offer a presentation in which Mr. Porter stated that along with Deputy Director, Ranjana Maharaj, has planned for Recreation Program Coordinators to come and address the commission on our programs at future meetings.

ADJOURNMENT

The meeting adjourned at 7:58 pm

Respectfully Submitted,
Christine George
Executive Assistant

Recreation and Parks Commission 2026 Meeting Attendance

	Term	Jan 2026	Feb 2026	Mar 2026	April 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	Oct 2026	Nov 2026	Dec 2026	Total Absences
Jennifer Koscielniak	Appt: 9/22/25 – 10/26/26	-	P											0
Jan Mignone	Appt: 10/07/25 – 10/26/28	-	P											0
Jake Rogers	Appt: 12/16/25 – 10/26/26	-	P											0
Alexander Rony	Appt: 1/20/26 – 10/26/28		P											0
Joey Smith	Appt.: 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	-	P											0
Samantha Torres	Appt.: 12/20/22 – 10/26/25	-	P											0
Michael Warren	Appt: 8/19/25 – 10/26/28	-	P											0

Legend

P = Present
A = Absent
E = Excused Absence
- = No Meeting
SM = Special Meeting

Excused absences are:

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