



**MINUTES**  
**22 February 2023**

**1. CALL TO ORDER**

The Community Services Commission Meeting was called to order at 5:02 P.M. and was held via hybrid meeting format (Zoom Teleconference and in person-Pinole City Council Chambers).

**2. ROLL CALL**

Commissioners Present: Bob Kopp, Christy Lam-Julian, Laurelle Martin and Debbie Ojeda

Commissioners Absent: Darin Clarke and Nickolas Teller

Staff Present: Fiona Epps, Assistant to the City Manager, Maria Picazo, Recreation Manager, [Jeremy Rogers](#), Community Services Director

**3. APPROVAL OF MINUTES**

Action: Motion by Commissioner Kopp to approve the minutes of September 28, 2022 and January 25, 2023 meeting. Seconded by Commissioner Lam-Julian. All in favor. Motion passed.

**4. CITIZENS TO BE HEARD**

Anthony, resident of Pinole, stated that the meeting ID information was not posted. It should be posted more often during the meetings so the citizens can have access and provide public comment.

He asked that the Senior Center post the schedule and upcoming events on the front door foyer area of the center. The public should have access to the information when the building is closed.

He stated that there was a confusion regarding the Senior Center food programs. He requested clarity on the programs and requirements for the various programs.

Commissioner Martin thanked the caller for his comments. Additionally, she informed him that handouts are available at the Senior Center that explain the various food programs and requirements. She deferred to staff for clarification on the food programs. Staff stated that the Community Produce program is offered on the second Monday of each month. This program is open to all community members and applications are not required. The Senior Center recently implemented a new program in partnership with the Contra Costa and Solano Food Bank. The Senior Food program is offered on the second and fourth Tuesday of each month. The program is offered to Pinole seniors 55 and over who meet the requirements outlined by the Food Bank. Applications and flyers are available at the Senior Center and City website. Staff invited all interested participants to stop by the Senior Center or call for more information. Staff clarified that both programs offered are in partnership with the Contra Costa and Solano Food Bank.



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Commissioner Martin asked staff to respond to Anthony's question regarding the agenda posting. Staff informed the Commissioners that the agenda and meeting ID is posted on the City's website and City Hall.

Commissioner Martin asked staff to respond to Anthony's question regarding the Senior Center schedule. Staff informed the Commissioners that the hours of operation are posted on the front door, but she will follow up with the Senior Center coordinator regarding the schedule and events posting on the front door.

Commissioner Martin thanked Anthony for his concerns on community items and stated that now he has the information needed.

Anthony, resident of Pinole, suggested that staff provide brief history on the land where Station 74 was built. He provided suggestions regarding parking and pedestrian safety for the ribbon cutting ceremony. Additionally, he requested information regarding the trees that were knocked down near Ellerhorst Elementary School.

Commissioner Martin thanked Anthony for his comments and enthusiasm. She informed Anthony that staff have a plan to address pedestrian safety for the event and parking. Staff provided additional information on the parking and safety plan for the event. Commissioner Martin informed him that the trees will be replaced but it has to go through the West Contra Costa Unified School District.

### **3. OLD BUSINESS**

#### **A. 2023 Community Services Commission Event Schedule**

Staff reviewed the schedule with the Commissioners for the 2023 events. Staff asked the Commissioners to discuss a date for the 2023 Community Service Day event. The Commissioners discussed and selected Saturday, May 20. Commissioner Lam-Julian asked staff to confirm that there were no conflicts with the local school events. Staff would review the schedule and provide an update to the Commissioners.

#### **B. Sister Cities**

Director Rogers informed the Commissioners that he would like to develop a policy regarding the Sister City program. The Commission would help develop the policy with staff. He would like the Commissioners to provide recommendations on what they would like to see in a Sister City policy. Director Rogers provided examples of what could be considered for the policy and asked the Commissioners to provide suggestions. The Commissioners discussed, provided suggestions and feedback. Director Rogers thanked the Commission for their suggestions and feedback.



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**C. Community Outreach/Engagement**

Staff asked the Commissioners if they had any updates to provide on community engagement and outreach. Commissioner Martin stated that she has been working with St. Joseph on volunteerism and programs. Additionally, she worked with Pinole Valley High School on a speaker contest, and it was well attended. Commissioner Lam-Julian informed the Commissioners that she attended several community and West Contra Costa County Unified School District meeting and events. She provided updates on the topics that were discussed.

**7. NEW BUSINESS**

**A. Community Service Day**

The Commissioners briefly discussed Community Service Day and asked staff to provide next steps for this event. Staff asked the Commissioners to think about projects that should be considered for Community Service Day. Staff would follow up with the Public Works Department regarding a project list. The logistics of the event would be further discussed during the March 22, 2023 meeting.

**B. Station 74**

Fiona Epps, Assistant to the City Manager provided an update to the Commissioners on Station 74. She informed the Commissioners that a ribbon cutting ceremony would be hosted on Saturday, March 4 from 11am-1pm. She provided details on the event and the activities that would be offered. She asked the Commissioners if they had availability to volunteer at the event. The Commissioners thanked staff for the update and confirmed their availability to support with the event.

**C. Earth Day**

Fiona Epps, Assistant to the City Manager informed the Commissioners that the City would be hosting a month long celebration for Earth Day to give the community an opportunity to participate in various activities. She provided details on the events that would be hosted throughout the month. The Commissioners thanked staff for the update and for organizing the various events.

**8. ADJOURNMENT**

The meeting was adjourned at 5:59p.m. to the next Community Services Commission meeting on Wednesday, March 22, 2023|5:00 P.M.

**Submitted by:**

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**Maria Picazo**  
**Recreation Manager**

**Approved by the Commissioners on March 22, 2023**