



AGENDA

Hybrid Meeting

Thursday, December 7, 2023

4:00 PM

*****IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE*****

*This meeting of the San Mateo County Parks Commission will be held in **The Criminal Justice Training Room, 400 County Center, 1st floor, Redwood City, CA, 94063.** Members of the public will be able to participate in the meeting in person in Redwood City or remotely via the Zoom platform. Remote public participation is encouraged. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda. A video recording of the meeting will be posted online on the Parks Department website following the meeting.*

PUBLIC PARTICIPATION

The December 7, 2023 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/95926510762> . The webinar ID is: 959 2651 0762. The December 7, 2023 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the webinar ID: Webinar ID: 959 2651 0762, then press #. Members of the public can also attend this meeting physically in The Criminal Justice Training Room, 400 County Center, 1st floor, Redwood City. Virtual public participation is encouraged, due to the small size of the meeting room.

Written public comments may be emailed to parksandrecreation@smcgov.org and should indicate the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.

Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

Please see instructions for written and spoken public comments at the end of this agenda.

ADA REQUESTS

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact the Parks Department by 10:00 a.m. on the day before the meeting at parksandrecreation@smcgov.org. Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

1. Pledge of Allegiance**2. Roll Call****3. Public Comment**

This item is reserved for persons wishing to address the Commission on any Parks-related matters that are not otherwise on this meeting agenda.

As with all public comment, members of the public who wish to address the Commission should complete a speaker's slip to make a public comment in person. Speakers are customarily limited to two minutes.

4. Action to Set the Agenda**5. Parks Foundation Executive Director's Report****6. Parks Department Update****7. Regular Agenda**

- 7.1 Nomination and Election of 2023-2024 Commission Officers (ACTION)
- 7.2 Establishment of the 2024 Parks and Recreation Commission Meeting Schedule (ACTION)
- 7.3 Recommendation to adopt a procedure & guidelines for Fish and Game Fund grant applications (ACTION)
- 7.4 Parks Commission meeting cancellation discussion (Informational)

8. Subcommittee Updates

- 8.1 Budget & Performance Subcommittee
- 8.2 Dog Management Subcommittee
- 8.3 Parks Naming Subcommittee
- 8.4 Fuel Reduction & Forest Health Subcommittee
- 8.5 Equity, Inclusion, and Access Subcommittee
- 8.6 Transparency & Visibility Subcommittee
- 8.7 Partnerships & Connections Subcommittee

9. Items for a Future Agenda

- 9.1 Quarry Park drainage concerns
- 9.2 Follow-up on public comment
- 9.3 Equity subcommittee update on strategy and areas of focus for commission work plan goals and objectives
- 9.4 Partnerships and Connections subcommittee – have representatives of Together Bay Area and/or the Santa Cruz Mountains Stewardship Network provide information on these regional networks
- 9.5 Ranger(s) and/or other Parks Staff to present on “regular” job duties
- 9.6 Tools or opportunities to collect data on or survey park visitors
- 9.7 Commission connection with County’s Chief Equity Officer
- 9.8 Understand metrics and measurement that the department uses to measure success
- 9.9 Camping by County residents & non-residents
- 9.10 Milestones for Memorial for the 100-year anniversary
- 9.11 How to maintain contact and engagement with former Parks Commissioners

10. Adjournment

County of San Mateo Parks and Recreation Commission

Jorge Laguna, District 1 (Chair) | Thaddeus Block, District 2 | Irma Rodriguez
Mitton, District 3 | Meda O. Okelo, District 4 (Vice-Chair) | Basem Manneh,
District 5 |

County of San Mateo Parks Department

Nicholas J. Calderon, Parks Director
Hannah Ormshaw, Assistant Parks Director

Instructions for Public Comment During In Person and Remote Participation Meetings

During meetings of the Parks and Recreation Commission, members of the public may address the Parks and Recreation Commission members as follows:

*Written Comments:

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to parksandrecreation@smcgov.org
2. Your email should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.

3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 24 hours prior to the meeting, it will be provided to the Parks and Recreation Commission members and made publicly available on the Parks and Recreation Commission website along with the agenda. We cannot guarantee that e-mails received less than 24 hours before the meeting will be read during the meeting but such emails will still be included in the administrative record of the meeting.

*Spoken Comments:

In person Participation:

1. If you wish to speak to the Commission, please fill out a speaker's slip located near the conference room door. If you have anything that you wish distributed to the Commission and included in the official record, please hand it to the staff person for the Parks Department who will distribute the information to the Commission members and staff.

Via Zoom:

1. The December 7, 2023 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/95926510762> . The webinar ID is: 959 2651 0762. The December 7, 2023 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the webinar ID: Webinar ID: 959 2651 0762, then press #. Members of the public can also attend this meeting physically in The Criminal Justice Training Room, 400 County Center, 1st floor, Redwood City. Virtual public participation is encouraged, due to the small size of the meeting room.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up -to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Board President or Clerk of the Board calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak

DEPARTMENT UPDATE
San Mateo County Parks Commission
December 7, 2023

Visitor Experience

Visitor Data

In Quarter 3 of 2023 (July - September), the San Mateo County Parks Department served approximately 760,683 visitors. Data indicates that the most visited parks in the system this quarter include the Crystal Springs Regional Trail (162,988 visitors), the Coyote Point Recreation Area (85,297 visitors), San Pedro Valley County Park (80,009 visitors), and Edgewood County Park and Natural Preserve (68,070 visitors). It is of note that 4.5 miles of the 6-mile-long Sawyer Camp Trail, a segment of the Crystal Springs Regional Trail, had been closed from January 2023 to November 2023 due to damage sustained during winter storms, therefore the trail counters were not capturing the same level of visitation that is typically seen for this trail. Historically, Crystal Spring Regional Trail and the Coyote Point Recreation Area are the two most visited units in the San Mateo County Parks System. Raw visitor data is included in this report as Attachment 1.

Interpretive Events

The Interpretive Program hosted thirty-two events in October and November, including classroom programs on food webs and animal habitats, a Take-A-Hike event at San Pedro Valley County Park, a Family Nature Day in Huddart County Park, and a Día de los Muertos event at Friendship Park. The details of each event are included in this report as Attachment 2.

Volunteer Events

The Volunteer Program hosted twenty volunteer events in October and November throughout the parks system, including various planting, weeding, and mulching events for invasive plant control and habitat restoration, trail restoration and rehabilitation projects, and facility improvement projects such as fence repair, installing grill in picnic sites, and installing stretching stations. These events account for 2,091 hours of volunteer effort supporting and improving the parks. The details of each event are included in this report as Attachment 3.

Facilities and infrastructure

Flood Park

On November 6, the bid to construct Phase 1 of the Realize Flood Park Project was advertised. Phase 1 of the project includes a new multi-use sports field, a full basketball court, and two tennis/pickleball courts and sand volleyball courts as well as new picnic and reservation areas, new walking paths, upgrades to the parking lot, and modernization of the utilities. Bids will be opened on January 18, and a contract will be presented to the Board of Supervisors for consideration on February 13. Also included in Phase 1, but constructed under a separate contract, was the pump track; the pump track was opened to the public as of October 21, 2023 is well loved by the community.

Phase 1 of the Realize Flood Park Project enables the Department to provide the greatest variety of recreational opportunities possible and includes the most desired uses for the park that were raised during the public engagement process.

Tunitas Creek Beach

Since August, construction of the park improvements at Tunitas Creek Beach has been underway; these include a new parking lot at the top of bluff, a new loop trail and ADA accessible pedestrian pathway connecting the parking lot to the beach and mid bluff, improvements at the mid bluff including picnic areas, an amphitheater, a restroom, and a ranger shed, as well as improved access to the beach. At this time, a majority of grading work and land stabilization efforts has occurred throughout the project area, with work continuing on the beach access path and loop trail.

Sawyer Camp Trail

Storm damage repair at four locations along Sawyer Camp Trail was completed, and the trail has re-opened for use as of November 24, 2023. Work included stabilizing the hillside embankment at two locations, replacement of three culverts, and resurfacing the trail.

Winter Preparation

Field staff have been preparing park facilities for this winter. Winter preparation activities include clearing dirt and debris from culverts and inside ditches, repairing drainage features including rolling dips and water bars, removing hazard trees that may damage facilities or nearby infrastructure, and winterizing structures to prevent water damage. To ensure the Department has proper documentation to report winter preparation activities and file possible FEMA claims, a new reporting system has been implemented.

Natural Resource Management

Wildfire Fuel Management

In Quarry Park, the effort to expand shaded fuel breaks and remove hazard trees from along park fire roads as part of State Coastal Conservancy grant project is officially complete (Note: this does not mean the Department is finished with fuel reduction in Quarry Park in general). The Department has continued to partner with the San Mateo RCD, shifting effort to the removal of downed logs and hazard trees within Mirada East in Quarry Park. This area was heavily impacted by the high wind events in March this year, with between 60 and 70 trees downed from wind throw. This effort will remove all downed logs and remove additional remaining trees that are hazardous or damaged from the storm events. The work in this area is also nearing completion for this year, and the Department is working on plans for managing the stacked logs within Mirada East next year.

Additionally, the shaded fuel break project in Memorial County Park was completed as of November 9. This project reduced understory vegetation density and removed hazard trees within 100 feet of either side of Pescadero Creek Road and Wurr Road where they intersect with the park.

Other Department Updates

The Parks Department recently welcomed three new staff to the fiscal and administrative team. Maiyer Vang, Administrative Assistant I, is assisting the Department with various administrative responsibilities, including focusing on ways to improve customer service for both internal and external stakeholders. Diana Hernandez Guerrero, Office Assistant II to the Parks Department is providing exceptional customer service to the residents of San Mateo County and park visitors through the phone and reservation system. Nancy Chu, Administrative Assistant II, is assisting the Department with contracts and procuring goods and services. Their extensive experiences and effective communication skills will make them a valuable addition to our team.

Attachment 1

Site	Jan	Feb	Mar	Apr	May	June	6 Month Totals	July	Aug.	Sept.
Coyote Point Recreation Area	3,130	15046	7,936	18256	33025	55901	133,294	16082	12901	56314
Crystal Springs Trail	52,841	16552	25,789	33217	59441	53806	241,646	65728	51299	45961
Edgewood Park	7,919	9,958	10,589	28750	16786	16620	90,622	19781	36554	11735
Flood Park	6213	5774	7,245	12061	13302	14473	59068	12092	14301	11892
Friendship Park	833	872	962	1432	1722	2324	8145	2064	1740	1675
Huddart Park	4636	3171	2,635	8182	7973	10682	37279	14130	11227	16726
South County Trails	2396	2438	1,213	1858	2219	1469	11593	1744	949	942
Wunderlich Park	1234	3082	1,921	4559	5675	6437	22908	6616	6040	5692
Sam McDonald Park	1019	1582	1,125	1857	2218	2366	10167	3505	3068	2179
Pescadero Creek County Park	463	620	487	784	1131	1058	4543	1942	1681	1499
Memorial Park	109	2083	1,960	3311	6570	9064	23097	28161	22200	16620
Cowell Purisima Trail	608	2045	2,615	4126	2928	3087	15409	1962	1751	1244
Devil's Slide Trail	5734	4188	3,905	6504	4575	3554	28460	4222	3672	7367
Fitzgerald Marine Reserve	7088	1256	2,478	11585	11343	15663	49413	25395	9822	12113
Mirada Surf	940	578	303	623	497	436	3377	1501	546	306
Pillar Point Bluff	7581	6163	5,932	9407	6513	8357	43953	8024	7342	6601
Quarry Park	2234	4208	4,564	6568	6364	5599	29537	3130	2190	3314
San Pedro Valley Park	11360	11268	7,864	15916	16426	12861	75695	27707	29750	22552
Junipero Serra Park	1438	2781	2,528	4211	5535	4664	21157	3483	3596	3236

San Bruno Mountain	10748	10551	11,291	15745	14504	15376	78215	24636	21128	19053
Monthly Totals	128,524	104216	103,342	188952	218747	243797	987,578	271905	241757	247021

Attachment 2

Date	Event	Location	District	Attendees
October 4	Virtual Classroom Program - Animal Habitats	Belle Air Elementary	1	27
October 7	Take A Hike	San Pedro Valley Park	3	20
October 11	2nd Annual Climate Summit for SMC	SSF Conference Center	1	30
October 11	Virtual Classroom Program - Food Web	Taft Elementary	4	33
October 11	Virtual Classroom Program - Food Web	Franklin D Roosevelt (FDR) Elementary	5	27
October 13	Virtual Classroom Program - Nature's Engineers	Franklin D Roosevelt (FDR) Elementary	5	32
October 13	Virtual Classroom Program - Animal Habitats	Kennedy Middle School	4	9
October 14	Family Nature Day	Huddart Park (Oak Picnic Area)	3	142
October 18	Virtual Classroom Program - Food Web	Thomas Edison Elementary	5	32
October 18	Virtual Classroom Program - Food Web	Sunnybrae Elementary	2	21
October 20	Virtual Classroom Program - Food Web	Franklin D Roosevelt (FDR) Elementary	5	28
October 20	Virtual Classroom Program - Food Web	Laurel Elementary	2	20
October 20	Salsa Contest	Friendship Park	4	35
October 21	San Mateo PAL - Youth Hiking Club	San Bruno Mountain Saddle Trail	5	8
October 21	Life Moves Field Trip	San Pedro Valley Park	3	36
October 25	Virtual Classroom Program - Food Webs	Taft Elementary	4	33
October 25	Virtual Classroom	John F. Kennedy	5	27

	Program - Food Web	Elementary		
October 27	Virtual Classroom Program - Food Web	John F. Kennedy Elementary	5	30
October 27	Virtual Classroom Program - Food Web	Laurel Elementary	2	22
November 1	Virtual Classroom Program - Food Webs	Belle Air Elementary	1	27
November 2	Baden High School - careers presentation	Baden High School	1	9
November 3	Virtual Classroom Program - Animal Habitats	Laurel Elementary	2	24
November 3	Virtual Classroom Program - Animal Habitats	El Granada Elementary	3	25
November 3	Dia de los Muertos	Friendship Park	4	40
November 4	Sana Sana Resource Fair - Tabling	South San Francisco High School	1	57
November 8	Virtual Classroom Program - Food Web	Taft Elementary	4	25
November 8	Virtual Classroom Program - Animal Habitats	Roy Cloud Elementary	4	11
November 8	BGCC - Tidepool presentation	BGCC community center		9
November 15	Virtual Classroom Program- Animal Habitats	Hatch Elementary	3	22
November 15	Travonde Presentation	Zoom		16
November 22	BGCC Field Trip, 6th-8th grade	FMR	3	20
November 29	DC Partnership Students after School - Animal Engineers	725 Price Street, Daly City	5	16

Attachment 3

GROUP	DATE	PARK	PROJECT	PARICIPANTS	HOURS
Kyle Walker Scouts	October 1, 2023	Huddart	mending fences and trail rehab	4	16
Hillborough Garden Club	October 11, 2023	Coyote Point	LIRA and thistle	10	20
VoCal	Oct 13-15	Memorial	Trail R&R	130	820
Day Of the Horse	Oct 13-15	Woodside	tabling	1	1
REI	Oct 18-20	San Pedro Valley	Trail R&R	14	96
CSM	October 24, 2023	Coyote Point	weeding, planting, mulching	24	48
Coupa	October 25, 2023	Coyote Point	LIRA	5	15
Tipalti	October 26, 2023	Coyote Point	weeding	5	10
CSM	October 26, 2023	Coyote Point	weeding, planting, mulching	15	30
James Scouts	Oct 28-29	Huddart	installing grills, rock, woodchips	24	146
VHP	various	Pescadero Creek	Non VHP members working w VHP on Town Bridge	4	43
Bay Area Ridge Trail	November 4, 2023	Huddart	Skyline Trail work	25	100
Trail Center	November 4, 2023	Wunderlich	Skyline Trail work	32	192
Eddie Bracy	November 5, 2023	San Pedro Valley	Clean up Planting area, Plant trees and shrubs, spread mulch	18	108
Hayden	November 10, 2023	Coyote Point	Iceplant removal	2	6
Baker McKenzie	November 11, 2023	Coyote Point	Litter	5	15
Google	November	Huddart	broom	25	75

	10, 2023				
HOBA	November 16, 2023	Huddart	broom	24	72
Brian	Nov 18-21	San Pedro Valley	install stretching stations	37	197
Community Stewardship	November 25, 2023	Junipero Serra	planting	27	81

COUNTY OF SAN MATEO
Parks Department

DATE: December 7, 2023

TO: Parks and Recreation Commission
FROM: Nicholas J. Calderon, Parks Director
SUBJECT: Parks and Recreation Commission's 2024 Meeting Schedule

RECOMMENDATION:

Adopt a resolution establishing the Parks and Recreation Commission's regular meeting schedule for calendar year 2024

BACKGROUND:

In accordance with Article 9 of the San Mateo County Parks and Recreation Commission ("Commission") Bylaws, as amended by the Commission in December 2021, meetings of the Commission are regularly held every month at whatever date, time, and location the Commission annually establishes by resolution.

At its December 2023 meeting, the Commission will discuss and consider setting the 2024 calendar to continue meeting on a monthly basis or consider other modifications to the 2024 meeting calendar. A resolution that reflects a meeting schedule for 2024 will need to be adopted, or otherwise amended to reflect the Commission's decision for the 2024 meeting schedule. If the Commission wishes to return to an every-other-month meeting schedule, it will need to again amend its Bylaws.

DISCUSSION:

As discussed in the November 3, 2022 Parks Commission meeting, actions at the state level required a return to in-person meetings beginning March 1, 2023 for all County Boards and Commissions. The Commission has been operating under a hybrid meeting model since March 2023, utilizing various meeting rooms for this purpose, including the Board Chambers, the Parks Department Conference Room in 455 County Center, and presently the Criminal Justice Training Room in 400 County Center. Meeting locations are determined at the time of setting the meeting calendar for 2024, however action can be taken to modify meeting location details in future meetings.

The Department proposes to the Commission for their consideration the option of alternating meeting locations to host Commission meetings in person at various County Park sites during the regularly scheduled meeting. Should the Commission wish to proceed with this for the 2024 meeting calendar, park locations can be identified and scheduled in the meeting calendar. Given the current uncertainty of which park sites would be the best locations to host an in person Commission meeting throughout the calendar year, as it will likely depend on the timing of completion of current project

activities, the Department also proposed for the Commission's consideration the option of setting a bi-monthly schedule, with special meetings being scheduled for each alternating month when a park location is determined to be an ideal option for an upcoming meeting (i.e. when the completion & opening date of Tunitas Creek Beach is confirmed).

FISCAL IMPACT:

The Commission's action to increase the frequency of its regular meetings in 2022 resulted in the Parks Department incurring additional costs— including, but not limited to, opportunity costs—associated with staff preparation for, and attendance at, these additional meetings. As a result, in 2022 the Department has reduced regular staff attendance at Commission Meetings to only the Parks Director and Parks Assistant Director, with other Department staff only attending as needed for specific presentations or discussion topics. The option of hosting in-person meetings in parks on alternating months throughout the calendar year may reduce some of the staff-time overhead for facilitating meetings. These costs are difficult to quantify but can be reasonably expected to result in additional time requirements for Parks Staff and Commissioners to continue to hold regular in-person monthly meetings.

RESOLUTION NO. 2023-01

PARKS AND RECREATION COMMISSION, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION ESTABLISHING THE PARKS AND RECREATION COMMISSION'S REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024

RESOLVED, by the Parks and Recreation Commission of the County of San Mateo, State of California, that

WHEREAS, Article 9 of the bylaws of the Parks and Recreation Commission, as amended, states that “[m]eetings of the Commission are regularly held every month at whatever date, time and location the Commission shall annually establish by resolution in accordance with the Ordinance which created the Commission”; and

WHEREAS, in accordance with Article 9 of its bylaws, the Parks and Recreation Commission by this resolution desires to establish its regular meeting schedule for the 2024 calendar year.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the schedule of regular meetings for the Parks and Recreation Commission for the calendar 2024 year shall be as follows:

DATE/TIME	LOCATION
January 4, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City
February 1, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available), 400 County Center, 1 st Floor, Redwood City
March 7, 2024 4:00-6:00 p.m.	In Park (in person only)

April 4, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available), 400 County Center, 1 st Floor, Redwood City
May 2, 2024 4:00-6:00 p.m.	In Park (in person only)
June 6, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available), 400 County Center, 1 st Floor, Redwood City
July 4, 2024 4:00-6:00 p.m.	No Meeting – Summer Recess
August 1, 2024 4:00-6:00 p.m.	In Park (in person only)
September 5, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available), 400 County Center, 1 st Floor, Redwood City
October 3, 2024 4:00-6:00 p.m.	In Park (in person only)
November 7, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available), 400 County Center, 1 st Floor, Redwood City
December 5, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City

* * * * *

SAN MATEO COUNTY
PARKS AND RECREATION COMMISSION BYLAWS

Article 1: Name

This body shall be known as the San Mateo County Parks and Recreation Commission (the "Commission").

Article 2: Purpose

The Commission acts in an advisory capacity and makes policy recommendations to the Board of Supervisors regarding the management and operation of County natural preserves, marine reserves, open space areas, trails, parks and/or recreation areas and facilities within unincorporated San Mateo County.

Article 3: Responsibilities

The Commission's responsibilities shall include the following:

The Commission shall advise and make policy recommendations to the Board of Supervisors regarding the management and operation of County natural preserves, marine reserves, open space areas, trails, parks and/or recreation areas and facilities within unincorporated San Mateo County.

The Commission shall adopt, and forward to the Board of Supervisors, recommendations regarding fees to be charged for the use of the areas noted in A.

The Commission shall advise the Board of Supervisors regarding fish, game and wildlife policies and programs, and shall make recommendations to the Board regarding the expenditure of fish and game propagation funds.

The Commission shall amend the Bylaws, as necessary and as permitted by (1) the ordinance of the County of San Mateo Board of Supervisors that established the Commission and (2) these Bylaws.

Article 4: Commissioners

The Commission shall consist of five members ("members" or "Commissioners"), appointed by and serving at the pleasure of the San Mateo County Board of Supervisors. One member shall reside in each supervisorial district and members shall reside in the district of their appointment during their term. These residency requirements may be waived by the Board of Supervisors, pursuant to the terms of San Mateo County Ordinance Code Section 2.63.010.

All Commissioners must attend all Commission meetings, unless otherwise excused. Commissioners shall be entitled to receive agendas, minutes, and all other materials related to the Commission, may vote at meetings of the Commission, may hold office and may serve as Chair of Commission committees.

Article 5: Term of Office

The term of office for each member shall be four years. The term for a member shall coincide with the term of office of the Supervisor representing the member's district of appointment. When a Supervisor vacates office for any reason, the term of the member appointed from the same district shall also be vacated, except that said member may continue in office until a successor is appointed by the Board of Supervisors. Members are limited to three consecutive full terms of office. For purposes of determining the number of consecutive terms that a member may serve, any person appointed to fill a vacancy on the Commission will be considered to have served a full term if there are two or more years remaining in the term to which appointed, determined as of the date of appointment to fill the vacancy; and any person appointed to fill a vacancy on the Commission with less than two years remaining in the term as of the date of appointment to fill the vacancy will not be considered to have served a full term.

Article 6: Removal

The San Mateo County Board of Supervisors may remove for cause (by majority vote) or without cause (by four-fifths vote) any members of the Commission, as required by the San Mateo County Charter.

Article 7: Conflict of Interest

Commissioners must annually file the Statement of Economic Interests form (Fair Political Practices Commission Form 700).

Commissioners are subject to the same conflict of interest rules applicable to San Mateo County boards, commissions, and advisory committees.

Article 8: Compensation

Members of the Commission are to be volunteers in relation to their work for the Commission and shall not receive compensation for their participation on the Commission. No member of the Commission shall be deemed an employee of the County of San Mateo by virtue of their work on the Commission.

Article 9: Meetings

Section A - Regular Meetings

Meetings of the Commission are regularly held every month at whatever date, time and location the Commission shall annually establish by resolution in accordance with the Ordinance which created the Commission.

All meetings of the Commission, including, without limitation, regular, special, and adjourned meetings, shall be called, publicly noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code), as amended (the "Brown Act"). Minutes of each meeting shall be kept.

Section B - Conduct of Meetings

Meetings shall be conducted under Rosenberg's Rules of Order, available at

<http://daverosenberg.net/articles/RulesOfOrder.htm>.

Section C - Notice, Agenda, and Supportive Materials

Written notice of each regular meeting of the Commission, specifying the time, place, and agenda items, shall be sent to each member not less than four (4) days before the meeting. Preparation of the Agenda shall be the responsibility of the Chair in conjunction with support staff.

The agenda of each meeting shall be posted in a public notice area in accordance with the Brown Act and not less than seventy-two (72) hours prior to the meeting except as permitted by the Brown Act.

Supportive materials for policy decisions to be voted upon shall be distributed to all members along with the meeting notice. If, on a rare occasion, such prior submission is precluded by time pressures, and if the urgency of a Commission vote is established by the Chair of the Commission, an item may be placed on the agenda although supporting materials are not available in time to be distributed; however, such material shall be available at the meeting.

Section D - Special Meetings

To hold a special meeting, advance notice of such meeting shall be given as required by law.

Section E - Quorum and Voting Requirements

A quorum is necessary to conduct business and make recommendations. A quorum shall be constituted by the presence (either physical presence or participation by telephone, videoconference, or other similar electronic means as permitted by the Brown Act) of three members.

A majority vote of members present is required to take any action.

Each member shall be entitled to one vote. Only members who are present (as defined in Subsection E.1, above) are permitted to vote; no proxy votes will be accepted.

Attendance at all meetings shall be recorded in the official minutes.

Article 13: Officers

The Officers of the Commission shall be the Chair, the Vice-Chair, and the Secretary. The Chair and Vice-Chair of the Commission shall be chosen from among the voting members of the Commission. A member of the support staff shall serve as the Secretary of the Commission.

Section A - Nomination & Election

Election of the Chair and Vice-Chair shall occur either at the end of the December regular meeting agenda or at the beginning of the February regular agenda. Any Commission member present may nominate any member, including self, for the office of Chair and Vice-Chair. Typically the nomination and vote for Chair occurs first and then the nomination and vote for Vice Chair. A nominee may decline nomination. Election is by a majority vote of those members present.

Section B - Term of Office

The Chair and Vice-Chair shall be elected for a term of one (1) year or, if applicable, for any portion of an unexpired term thereof. A term of office for an officer shall start January 1 and shall terminate December 31 of the year for which they are elected, or they shall serve until a successor is elected.

Section C - Vacancies

Vacancies created during the term of an officer of the Commission shall be filled for the remaining portion of the term by special election by the Commission at a regular meeting in accordance with this Article.

Section D - Responsibilities

The officers shall have such powers and shall perform such duties as from time to time shall be specified in these Bylaws or other directives of the Commission.

1. Chair

The Chair shall preside over meetings of the Commission and shall perform the other specific duties prescribed by these Bylaws or that may from time to time be prescribed by the Commission.

2. Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the latter's absence and shall perform additional duties that may from time to time be prescribed by the Commission.

3. Secretary

The Secretary or the Secretary's designee shall take minutes of the meetings, submit those minutes to the Commission in advance of the following meeting for approval of the Commission, ensure that notice of meetings is given as required by these Bylaws, and ensure that space is reserved for meetings of the Commission.

Article 15: Committees

The Commission may designate one or more committees as the Commission deems appropriate to address specific issues or duties as they arise. Any such committee is limited to a membership of fewer than half the members of the Commission. Committees may also consist of additional persons from the community chosen for their knowledge and concern about a specific issue, field, or endeavor who are not members of the Commission. The Commission shall consult with the Office of County Counsel as to the applicability of the Brown Act to committees of the Commission.

Each member of the Commission is expected to make efforts to be a member of at least one committee of the Commission.

The designation of such committees and the delegation thereto of authority shall not operate to relieve the Commission of its responsibility. Committees shall not have power to bind the Commission, and any recommendations of a committee must be approved by the Commission by formal action occurring at Commission meetings pursuant to the proper notice required for such action.

Article 16: Amendments

These Bylaws may be amended at any meeting of the Commission at which a quorum is present upon agreement by two-thirds (2/3) of those present and voting. At least fourteen (14) days written notice must be given to each member of the Commission of the intention to alter, amend, or adopt new Bylaws at such meetings, and such notice must include the text of the proposed alteration, amendment, or substitution. Bylaw changes which are approved by the Commission and which are inconsistent with or in opposition to established San Mateo County policies and procedures are not effective unless approved by the San Mateo County Board of Supervisors. These Bylaws must always remain consistent with the Ordinance which created the Commission, and any change to the Bylaws which is inconsistent with that Ordinance is null and void.

Original: April 2014

Revision History: June 1, 2017

February 6, 2020

December 2, 2021

San Mateo County Parks and Recreation Commission

Guidelines for Funding Recommendations for Fish and Game Propagation Funds

The Fish and Game Propagation Fund (“Fund”) is a special revenue fund that is maintained by the San Mateo County Parks Department (“Department”) and comprised of revenue generated when individuals are fined for violating Sections 12009 and 13003 of the California Fish and Game Code while in San Mateo County.¹ Section 13100 of the California Fish and Game Code states, “[t]he amounts paid to and retained in the county treasury pursuant to Sections 12009 and 13003 shall be deposited in a county fish and wildlife propagation fund and expended for the protection, conservation, propagation, and preservation of fish and wildlife, under the direction of the board of supervisors, pursuant to this chapter.”

Pursuant to Section 2.63.020(a) of the San Mateo County Ordinance Code, the County’s Parks and Recreation Commission (“Commission”) “shall advise the Board of Supervisors regarding fish, game and wildlife policies and programs, and shall make recommendations to the [County’s Board of Supervisors] regarding the expenditure of fish and game propagation funds”. To fulfill these duties, and with support from the Department, the Commission has adopted the following guidelines which set forth the process by which the Commission: (1) solicits, receives, and evaluate applications from individuals and/or organizations seeking fish and game propagation funding; and (2) makes recommendations to the Board regarding the expenditure of fish and game propagation funds.

1. Call for Grant Applications Cycle: Because the County operates under a two-year budget cycle, the process by which the Commission (through the Department) calls for and receives applications for grant funding (the “Call for Grant Applications”) will occur only in even-numbered years (i.e., 2024, 2026, 2028, etc.). The Call for Grant Applications process will not occur in odd-numbered years (i.e., 2023, 2025, 2027, etc.). Further, if the current balance of the Fund is below \$10,000 in any given even-numbered year, then the Call for Grant Applications process will not occur until the next even-numbered year in which sufficient funds (i.e., \$10,000 or more) have accrued.

¹ Pursuant to Section 12009, “the money collected from any fine or forfeiture imposed or collected for the taking of abalone for any purpose other than for profit in violation of this article or any other provision of law shall be deposited” in the treasury of the county in which the violation occurs.” Section 13003 states “[u]nless otherwise provided by law, all fines and forfeitures imposed or collected in any court of this state for violations of any of the provisions of this code or regulation made pursuant thereto, or any other law providing for the protection or preservation of birds, mammals, fish, reptiles, or amphibia, shall be deposited as soon as practicable after the receipt thereof with the county treasurer of the county in which the court is situated.”

2. Call for Grant Applications Schedule: In those even-numbered years in which sufficient funds have accrued, the Call for Applications schedule will be as follows:

Milestone	Schedule
Call for Grant Applications Process Opens	First Week of June
Call for Grant Applications Process Closes	First Week of July
Grant Applications Reviewed	July and August
Staff Recommendation Presented to Commission	First Thursday in October
Commission Recommendation Presented to Board of Supervisors	Second Board Meeting in January
Budget Adopted and Funds Disbursed	End of June/Early July

Grant applications submitted after the posted deadline will not be considered.

3. Advertising of the Call for Grant Applications: For each grant cycle that occurs, the Department will support the Commission by publicly advertising the Call for Grant Applications, including by posting application materials on the Department’s website, highlighting the Call for Grant Applications process in the Department’s monthly newsletter, and receiving application materials on the Commission’s behalf.
4. Grant Applications Form: To standardize the Call for Grant Applications process, the Department will post a webform application on its website at the opening of each grant cycle. Only complete applications submitted using the approved webform application will be reviewed and considered. The webform application will be similar to the template attached to these guidelines. The Commission will only be presented applications for projects/programs completed within San Mateo County.
5. Compatibility with Fish and Game Code: Submitted applications must clearly identify which section(s) of [Fish and Game Code Section 13103 \(a\)-\(m\)](#) are applicable to the project/program and explain how the proposed project/program advances the goals of fish and wildlife propagation.
6. Exemptions: In their discretion, the Parks Director, or the Parks Director’s Designee, may make exceptions to the aforementioned schedule and present an application from a public land manager (including the Department) or public agency that supports public land managers to the Commission for consideration at any time.
7. Grant Funds Disbursement: Fish and game propagation funds will be expended on a reimbursement basis. Therefore, applicants will need to provide financial statements indicating that they can pay for project/program costs before any grant funds are disbursed. A 50% funding match by the applicant will be required. Applicants to whom the Board may ultimately award grant funds

following the Commission's recommendation will be required to execute the County's form of grant agreement which sets forth the terms and conditions of the applicant's use of those funds, including (without limitation) the matching funds requirement referenced above.

8. Draft Work Product: For projects/programs specifically seeking funding pursuant to California Fish and Game Code Section 13103(a)², the applicant shall submit their final draft work product(s) with the grant application. Draft work products that are subject to change subsequent to any award of grant funding will not be considered for funding. For example, if the funds are to be used for interpretive signs, the applicant's final proof/design of the sign must be submitted as part of the grant application. Disbursement of funds will not occur until the sign has been fabricated and the Department has ensured that the recipient has not made subsequent, unapproved changes. If the applicant believes changes are required, it must obtain the Department's prior written authorization.
9. Project Locations and Equipment: For projects/programs seeking funding pursuant to California Fish and Game Code section Sections 13103(e), (f), or (h)³, the applicant's proposal must include maps and drawings showing the location and scope of the project/program. If the project/program requires the purchase of equipment or devices (see Section 13103(g)), the applicant shall include and specify the equipment or devices with their proposal.
10. Landowner Agreement: If applicable, there must be a written, signed agreement with any landowner involved with the project giving permission for the project to be done and which grants the applicant permission for later monitoring after completion of the project. Any agreement shall expressly release the County and its agents/employees/etc. from any liability related to the applicant's project or activities.

² This includes projects whose primary purpose is:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.

³ This includes projects whose purposes include:

- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species

11. CEQA Mitigation Projects: Proposals for projects that are categorized as “mitigation” projects under the California Environmental Quality Act (CEQA) are not eligible for grant funds.
12. Educational Projects/Programs: For educational projects/programs, the applicant must state who will benefit and give an estimate of the number of people reached. The applicant must state if the programs are to be conducted at the organization’s site, as field trips to various locations, or as programs for the classroom. If the program is for classrooms, applicant must provide at least three letters of support from school district officials indicating that they have reviewed the materials and are committed to using the materials in their curriculum. Priority will be given to educational materials that benefit schools in underserved communities.
13. Post Project Evaluation: The Commission requires a post-project evaluation/final report to see the results of the project/program. A written report of the progress and outcomes is required within 24 months of funds being disbursed, outlining the project’s/program’s difficulties and failures, along with the successes. The report should describe methods, activities, and outcomes, and should include digital photographs. Final reports are required to include copies of receipts, or an accounting of expenditures, documenting how funds were expended. The Commission can elect to have the applicant present the information at a Commission meeting.

San Mateo County Fish & Game Grant Application Form

1. Project/Program Name:

2. Project/Program Applicant(s):

3. Project/Program Applicant(s) Email(s) and Phone Number(s):

4. Street Mailing Address:

5. Taxpayer/Organizational ID/EID Number:

6. Project/Program Website (if applicable):

7. Please provide the project/program budget. Please detail how much funding is being requested from the Fish and Game Propagation Fund, each funding source that will contribute to the project/program, how the 50% match will be provided, and

11. Please provide a project/program schedule:

Deliverable	Due Date

12. For field-based projects, please detail where the project is located. Use GPS coordinates if possible. If the project is to occur on property not owned by the applicant, please include a copy of an executed agreement between the applicant and landowner authorizing the project to occur. For programs, please detail specifically who the program will serve.

I warrant and represent that the contents of this application are true and accurate, and that I am authorized to submit this application on behalf of myself and/or my organization.

I have reviewed and understand the San Mateo County Parks and Recreation Commission's Guidelines for Funding Recommendations for the Fish and Game Propagation Funds.

I understand that the County of San Mateo will not be responsible for and may not accept proposals that are late, and that late submissions will not be considered.

I understand that my submission of this application does not guarantee that I will be awarded grant funding, or that my submission of this application imposes any obligations or duties on the County of San Mateo of any kind.

I understand and agree that if I am ultimately awarded grant funds through this application process, that I will be required to execute the County of San Mateo's form of grant agreement which sets forth the terms and conditions of my use of those funds.

Commission Subcommittees

Subcommittees	Assigned Commissioners
Budget & Performance Subcommittee	Commissioner Okelo, Commissioner Laguna
Dog Management Subcommittee	
Parks Naming Subcommittee	Commissioner Okelo
Fuel Reduction & Forest Health Subcommittee	Commissioner Laguna
Equity, Inclusion, and Access Subcommittee	Commissioner Laguna
Transparency & Visibility Subcommittee	Commissioner Manneh, Commissioner Okelo
Partnerships & Connections Subcommittee	Commissioner Okelo