



# AGENDA

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Hybrid Meeting

**Thursday, March 5, 2026**

**3:30 PM**

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

This meeting of the San Mateo County Parks Commission will be held in **The Boards and Commissions Meeting 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.

**Representing the people of San Mateo County and in their interest, the Parks Commission acts as an advisory body to the Board of Supervisors on matters related to open space, parks and recreation, the fish and game fund, and providing a public and transparent forum on items agendized for its consideration in coordination with the County Parks Department.**

## **PUBLIC PARTICIPATION**

The March 5, 2026 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/99656459735>. The webinar ID is: 996 5645 9735. The March 5, 2026 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the Webinar ID: 996 5645 9735, then press #. Members of the public can also attend this meeting physically in The Boards and Commissions Meeting 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](mailto: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](mailto: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. Swearing in of Commissioner Arnout ter Schure, District 2****3. Roll Call****4. 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.*

**5. Action to Set the Agenda and approve the February 5, 2026 meeting minutes****6. Reports and Presentations**

6.1 SMC Parks Foundation Report

**7. Regular Agenda**

7.1 Welcome and onboarding of new Commissioner (INFORMATION)

7.2 2026 Commission workplan and items for future agendas (DISCUSSION)

**8. Commissioner Updates**

8.1 Commissioner report out on information items, subcommittee, or project updates

**9. Items for a Future Agenda**

- County priorities update
- Welcome & onboarding of new Commissioners
- County diversity, equity, and inclusion initiatives
- Partnerships and connections – have representatives of partner organizations provide presentations to the Commission. Discuss which County department may be able to attend.
- Update on sustainability actions for the Parks Department & alignment with action plan for County Office of Sustainability. Regional transportation and active transportation
- Summary of Revitalize Coyote Point survey
- Subcommittee structure and assignments
- Processes to address public comment
- Address technological gaps to ensure accessibility for public attendees and improve participation at in-person and remote meetings.

**10. Adjournment**

**County of San Mateo Parks and Recreation Commission**

**Vacant, District 1 | Arnout ter Schure, District 2 | Irma Rodriguez Mitton, District 3 (Chair) |**

**Brooks Esser (Vice-Chair), District 4 | Basem Manneh, District 5**

**County of San Mateo Parks Department**

**Emma Gonzalez, Interim Parks Director**

**Kevin O'Brien, Interim Assistant Parks Director**

**Scott Lombardi, Parks Superintendent**

**Tracy Nappi, Administrative Assistant I**

**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](mailto: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. 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.



# MINUTES

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Hybrid Meeting

**Thursday, February 5, 2026**

3:30 PM

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**1. Pledge of Allegiance**

**2. Roll Call**

Present: Chair Rodriguez Mitton, Vice-Chair Esser, Commissioner Manneh

**3. Public Comment**

**4. Action to Set the Agenda and approve the January 8, 2026 meeting minutes**

Motion to approve January 8, 2026 meeting minutes passes.

**5. Reports and Presentations**

5.1 Parks Department Report – Interim Parks Director Emma Gonzalez

Highlights include:

- Don Horsley County Park at Tunitas Creek Beach: Parks Department is working with the Department of Public Works on landslide repair and armoring the adjacent hillside.
- Flood Park: The playground slide is on backorder. Once the slide is installed, the poured-in-place can be installed.
- San Bruno Mountain Day Use Area: Hazard trees are scheduled to be removed. Picnic tables have been assembled and installed. The sinkholes will be repaired prior to opening.
- Coyote Point Recreation Area: We met with two vendors to replace the Magic Mountain Playground. An Intent to Award will be proposed to the Board of Supervisors on March 10.

**6. Regular Agenda**

6.1 Request for Proposal (RFP) Process presentation (INFORMATIONAL) – Interim Assistant Director Kevin O'Brien

Typical process for procuring concession services:

1. Parks Department determines a need and performs a feasibility study.
2. Preparation and release of RFP in OpenGov, a government software used by the County of San Mateo.
  - Informal solicitations may be conducted for goods and services expected to cost \$100,000 or less. Informal solicitations do not require public notice or sealed responses but may be conducted by requesting prices or proposals. Must be conducted in OpenGov.

- Formal solicitations are for contracts expected to exceed \$100,000. Formal solicitations must be publicly advertised and require sealed responses.

3. Review RFP proposals, interviews, and selection.

4. Contract negotiations and award.

Contract agreements include:

- Scope of services and terms of agreement
- Fees and payment schedule
- General hold harmless
- Property inspection for lease agreements
- Quality of service, rates, and charges
- Safety requirements
- Insurance requirements
- Performance requirements
- Retention of records and right to monitor and audit

Examples of current concessionaires in Parks:

- Excel Equestrian LLC in Wunderlich Park
- Kiddos Chu Chu LLC in Coyote Point Recreation Area
- Sage Bakehouse at Sawyer Camp Trail

6.2 Preparation of annual report to Board of Supervisors (DISCUSSION)

Potential highlights to include in annual report:

- Fish & Game Propagation Fund recipients and summaries of projects
- Partnerships with other open space agencies

## **7. Items of Outstanding Business**

7.1 Update on Commissioner vacancies

## **8. Commissioner Updates**

8.1 Commissioner report out on information items, subcommittee, or project updates

## **9. Items for a Future Agenda**

- County priorities update
- Welcome & onboarding of new Commissioners
- County diversity, equity, and inclusion initiatives
- Partnerships and connections – have representatives of partner organizations provide presentations to the Commission. Discuss which County department may be able to attend.
- Update on sustainability actions for the Parks Department & alignment with action plan for County Office of Sustainability. Regional transportation and active transportation
- Summary of Revitalize Coyote Point survey
- Subcommittee structure and assignments
- Processes to address public comment
- Address technological gaps to ensure accessibility for public attendees and improve participation at in-person and remote meetings.

## **10. Adjournment**

Meeting adjourned at 4:45pm.

**County of San Mateo Parks and Recreation Commission**

**Vacant, District 1 | Vacant, District 2 | Irma Rodriguez Mitton, District 3 (Chair) |**

**Brooks Esser (Vice-Chair), District 4 | Basem Manneh, District 5**

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**Scott Lombardi, Parks Superintendent**

**Tracy Nappi, Administrative Assistant**

# San Mateo County Parks Commission

## 2025 Workplan Final Recommendations

### 1 May 2025

#### Purpose:

To support our role as advisors to the San Mateo County Board of Supervisors, this workplan should serve as a framework to:

- provide context for Commission meeting agendas, discussions with community members and partners, and subcommittee or working group structure and assignments
- align Commission's work with County and Parks Department priorities
- guide the Commission to develop policy and budget recommendations that advance the mission of San Mateo County Parks, within the available capacity of staff and other resources

#### Workplan Priorities:

Based on prior discussions, the Commission proposes organizing its 2025 work based on alignment with Parks Department priority areas and the Commission's overall role to advise the Board of Supervisors on parks policy and budget performance. The following topics have been identified as priority areas:

- Visitor Services: Partnerships and Connections
- Facilities & Infrastructure: Revitalize Coyote Point
- Natural Resource Management: Oversight of the State Fish & Game Propagation Fund
- Budget, Policy & Performance: Alignment with County Priorities
- Visitor Services: Accessibility & Sustainability

While these priority areas will guide the Commission's work, they are not meant to exclude other topics from being brought before the Commission, whether requested by the Board of Supervisors, Parks staff, the Commission itself, or the general public.

## Priority Areas:

### **1. VISITOR SERVICES: Partnerships and Connections**

**Lead: Commissioner Block**

**Desired outcome:** Exploring opportunities to improve interconnectedness of parks and public spaces, such as providing more options for access without cars, designing multi-use trail routes or finding ways to leverage resources across partners to encourage more multi-modal visitor use

**Action plan:** In consultation with Department staff, develop list of primary partners to approach for discussions and presentations to public Commission meetings. Partners could include: Together Bay Area, Santa Cruz Mountain Stewardship Network, Silicon Valley Bicycle Coalition, Bicycle and Pedestrian Advisory Council, Bay Area Trails Collaborative, etc.

### **2. FACILITIES & INFRASTRUCTURE: Revitalize Coyote Point**

**Lead: Commissioner Manneh**

**Desired outcome:** Ensure the planned Revitalize Coyote Point project receives sufficient investment and other support to remain on track for timely completion

**Action plan:** Serve as Commission point of contact for any community outreach, activities, or funding appropriations requests needed to support the planned project.

### **3. NATURAL RESOURCE MANAGEMENT: Fish & Game Propagation Fund Oversight**

**Lead: Commissioner Rodriguez Mitton**

**Desired outcome:** Evaluate 2024 program and consider recommendations for improvement for the 2026-2027 funding cycle

**Action plan:** Request follow-up conversations and final report from 2024 recipients; consult with CA Dept of Fish & Wildlife and Dept staff to inform recommendations for evaluation report

### **4. BUDGET, POLICY & PERFORMANCE: Alignment with County Priorities**

**Lead: Commissioner Rodriguez Mitton**

**Desired outcome:** Assessment of County Parks current operations, identification of areas of merit and opportunities for further development, to ensure Parks Dept remains fiscally healthy and delivers an optimal visitor experience throughout all Parks facilities.

**Action plan:** Consult with County Executive staff and Supervisors to understand County priorities; survey best practices in comparable parks departments, and meet with community and agency stakeholders.

**5. OTHER AREAS OF INTEREST: Accessibility and Sustainability**

*(Lead TBD and topics addressed based on Commission capacity)*

- Support Parks policies, programs, and initiatives that uphold County's commitments to providing equitable access to Parks facilities and activities.
- Monitor visitor demographics to maintain visibility into demographic segments and support efforts to expand access for under-represented groups.
- Support Parks efforts to maintain alignment with County Sustainability goals and Community Climate Action Plans.
- Works towards exploration of expansion of regional transportation connections to enhance equitable access to parks across county, city, and regional open space