



# AGENDA

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Hybrid Meeting

**Thursday, January 9, 2025**

4:00 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 Criminal Justice Training Room, 400 County Center, 1<sup>st</sup> 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 January 9, 2025 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/87372806014?pwd=gVCAv6zG85hsFN14CWbQTeynwbVtJD.1>. The webinar ID is: 873 7280 6014. The January 9, 2025 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the Webinar ID: 873 7280 6014, 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](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. 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. Department Update (Verbal)****6. Regular Agenda****6.1 Subcommittee Reorganization (ACTION)**

- Proposal to disband dormant subcommittees.
  - Budget & Performance
  - Equity, Inclusion & Access
  - Partnerships & Connections
  - Fish & Game Fund (Ad hoc)

**6.2 Proposal to Introduce New Standing Agenda Item: Items of Outstanding Business (ACTION)**

- Proposal to allocate time in each meeting for staff and commissioners to report on progress of topics raised or action items assigned in prior meetings and allow for continued public comment

**6.3 2025 Commission Workplan (DISCUSSION)**

- Solicit ideas for Commission's focus for 2025, including items on Future Agenda to be brought forth to Regular Agenda
- Discussion of potential changes to ByLaws, if needed
- Discussion of formation of new Subcommittees to support focus areas

**6.4 New Commissioners Onboarding Plan (DISCUSSION)**

- Clarify process and timeframe for appointment of new Commissioners

## 7. Subcommittee Updates

- 7.1 Budget & Performance Subcommittee
- 7.2 Equity, Inclusion, and Access Subcommittee
- 7.3 Partnerships & Connections Subcommittee
- 7.4 Agenda Subcommittee
- 7.5 Fish & Game Fund Subcommittee (ad hoc)

## 8. Items for a Future Agenda

- 8.1 County diversity, equity, and inclusion initiatives
- 8.2 Partnerships and connections – have representatives of partner organizations such as Together Bay Area and/or the Santa Cruz Mountains Stewardship Network provide presentations to the Commission. Discuss which County department may be able to attend.
- 8.3 Update on sustainability actions for the Parks Department & alignment with action plan for County Office of Sustainability. Regional transportation and active transportation
- 8.4 Fuel reduction project updates
- 8.5 Summary of Revitalize Coyote Point survey
- 8.6 Subcommittee structure and assignments
- 8.7 Processes to address public comment
- 8.8 Address technological gaps to ensure accessibility for public attendees and improve participation at in-person and remote meetings.
- 8.9 Park vendor RFP processes and updates.
- 8.10 Addressing inappropriate public comment

## 9. Adjournment

### County of San Mateo Parks and Recreation Commission

VACANT, District 1 | Thaddeus Block, District 2 | Irma Rodriguez Mitton,  
District 3 (Chair) | VACANT, District 4 | Basem Manneh, District 5 (Vice-Chair) |

### 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](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 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 January 9, 2025 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/87372806014?pwd=qVCAv6zG85hsFN14CWbQTeynwbVtJD.1>. The webinar ID is: 873 7280 6014. The January 9, 2025 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the Webinar ID: 873 7280 6014, 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

## Commission Subcommittees

<b>Subcommittees</b>	<b>Assigned Commissioners</b>
Budget & Performance Subcommittee	
Equity, Inclusion, and Access Subcommittee	
Partnerships & Connections Subcommittee	
Agenda Subcommittee	Commissioner Okelo, Commissioner Rodriguez Mitton
Fish & Game Subcommittee	Commissioner Okelo, Commissioner Rodriguez Mitton

**Parks Commission Revised Goals & Objectives 5-5-2022**

Goal	Objectives	Action Items
<p><b>Goal 1</b> Advise and make recommendations to the Board of Supervisors regarding the management and operation of County natural reserves, marine reserves, open space areas, trails, parks and/or recreation areas and facilities within unincorporated San Mateo County (Bylaw direction).</p>	<p>1.1 Understand and support the Parks Department's management and operational priorities (e.g., major maintenance, capital/infrastructure improvements, resource protection, and equity and accessibility/IDEA).</p> <p>1.2 Promote Parks programs and efforts that promote the health, well-being, and safety of County residents</p>	<p>1.1.1 Request and hear management and operational priorities presentation, including ways for the Commission and the public to promote and support these priorities.</p> <p>1.1.2 Contribute as helpful to strategic planning and refinement of priorities for future efforts.</p> <p>1.1.3 Contribute as helpful on the alignment, reporting, and measurement of current Parks adopted performance measures to demonstrate Parks' contribution to County health, well-being, safety, and equitability.</p> <p>1.1.5 Receive ongoing updates on county's Parks budget and how it is being deployed against department objectives including any gaps</p> <p>1.2.1 Ongoing review of benchmarks and current performance of fuel reduction and other hazard mitigation plans, spend, and programs that enhance public safety. Support these programs as helpful and</p>

	<p>1.3 Support implementation of dog management policy recommendations</p> <p>1.4 Support feasible and strategic park property acquisitions and open space development</p>	<p>provide recommendations to the Board of Supervisors as necessary</p> <p>1.2.2 Review updates on IDEA initiative, interpretive strategic plan implementation, visitor services, and equity; provide recommendation to the board of supervisors as needed.</p> <p>1.2.3 Review programs that promote health and well-being, including ways to promote, support, and grow (if needed) those programs; and Provide recommendations to the Board of Supervisors as necessary</p> <p>1.2.4 Appoint Commission liaison to the Youth Commission (two-year term).</p> <p>1.3.1 Participate in Dog Management Committee.</p> <p>1.4.1 Support Bay to Coast connection with attendance at planning meetings, Committee endorsements, etc.</p> <p>1.4.2 Support Tunitas Creek Beach Park development with attendance at planning meetings, Committee endorsements, etc.</p>
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	<p>1.5 Develop and deliver Commission updates and associated recommendations to the Board</p> <p>1.6 Ensure equitable and diverse access to county parks</p>	<p>1.5.1 Draft and submit a presentation to the Board of Supervisors in time to inform budget decisions for the next cycle. The presentation should both look back to describe work accomplished and look forward to describe work ahead.</p> <p>1.5.2 Develop and submit an annual report to the Board of Supervisors</p> <p>1.6.1 Work with Parks Department staff to develop a standard set of information regarding populations served for programmatic presentations.</p> <p>1.6.2 Review updates on how the Department focus on DEI is supporting inclusive practices and championing the principals of equity in tangible ways for park users.</p>
<p><b><u>Goal 2</u></b> Adopt and forward to the Board of supervisors recommendations regarding fees to be charged for the use of the areas noted in 1. (By law direction).</p>	<p>2.1 Develop Recommendations for a comprehensive fee strategy for County Parks uses</p>	<p>2.1.1 Support development of a feasible and holistic fee strategy for approval by the Commission and recommendation to the Board</p>
<p><b><u>Goal 3</u></b> Advise the BOS regarding fish, game and wildlife policies and programs, and make recommendations to the BOS regarding the expenditure of fish and game propagation funds. (By law direction)</p>	<p>3.1 Ensure access to fish and game propagation funds</p>	<p>3.1.1 Consider recommendation for readoption of a Citizens Advisory Committee regarding fish, game, and wildlife policies</p>



		Commissioner Merrilees to draft language re: ensuring awareness of process, timelines and outcomes
<p><b>Goal 4</b> Explore and strengthen partnerships to expand equitable utilization and access to County parks Strengthen partnerships with local and regional organizations to increase visibility, provide equitable utilization and improve access to county parks</p>	<p>4.1 Build stronger partnership between the Commission and the Foundation</p> <p>4.2 Strengthen relationship between local, regional parks commissions and groups</p>	<p>4.1.1 Support Parks Foundation with attendance at events and promotion of content for online/social media campaigns</p> <p>4.2.1 Establish relationships with local San Mateo County parks groups and attend relevant meetings, communicate work being done by Commission and partner with groups to increase visibility and usage of parks across San Mateo County</p> <p>4.2.2 Ensure representation in cross jurisdictional parks and continuity of trails in projects like Bay Area Ridge Trail and local 30 by 30 initiatives.</p>
<p><b>Goal 5</b> Increase transparency and visibility of County Parks plans and initiatives.</p>	<p>5.1 Improve public access to commission materials</p> <p>5.2 Work with Department to ensure items brought before the Commission include sufficient data for informed decision-making</p>	<p>5.1.1 Work with the Department on the Commission web site to make all relevant documentation publicly available and ensure materials are published in a timely manner</p> <p>5.2.1 Create schedule of park, budget and initiative updates timed to provide feedback prior to Board of Supervisors decision making</p> <p>5.2.2 Work with the Department to develop consistent standards for monthly Parks Department packages and updates</p>

	5.3 Ensure effective communication with Board of Supervisors to successfully advocate for Parks programs and priorities	5.3.1 Explore assignment of Board liaison to commission
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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.

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Original: April 2014

Revision History: June 1, 2017

February 6, 2020

December 2, 2021