



# AGENDA

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Hybrid Meeting

**Thursday, January 11, 2024**

4:00 PM

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## **SPECIAL MEETING OF THE PARKS COMMISSION**

### **\*\*\*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, providing a public and transparent forum on items agendized for its consideration in coordination with the County Parks Department.**

### **PUBLIC PARTICIPATION**

The January 11, 2024 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/95788247165> . The webinar ID is: 957 8824 7165. The January 11, 2024 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the webinar ID: Webinar ID: 957 8824 7165, 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.

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**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. Regular Agenda**

- 5.1 Commission subcommittee discussion – goals, topics, and assignments (Informational)
- 5.2 Commission future agenda topics 2024 (Informational)
- 5.3 Follow up on public comment discussion (Informational)
- 5.4 Appointment of Commission Liaisons (ACTION)

**6. Subcommittee Updates**

- 6.1 Budget & Performance Subcommittee
- 6.2 Dog Management Subcommittee
- 6.3 Parks Naming Subcommittee
- 6.4 Fuel Reduction & Forest Health Subcommittee
- 6.5 Equity, Inclusion, and Access Subcommittee
- 6.6 Transparency & Visibility Subcommittee
- 6.7 Partnerships & Connections Subcommittee
- 6.8 Agenda Subcommittee
- 6.9 Fish & Game Fund Subcommittee

## 7. Items for a Future Agenda

- 7.1 Quarry Park drainage concerns
- 7.2 Equity subcommittee update on strategy and areas of focus for commission work plan goals and objectives
- 7.3 Partnerships and Connections subcommittee – have representatives of Together Bay Area and/or the Santa Cruz Mountains Stewardship Network provide information on these regional networks
- 7.4 Ranger(s) and/or other Parks Staff to present on “regular” job duties
- 7.5 Tools or opportunities to collect data on or survey park visitors
- 7.6 Commission connection with County’s Chief Equity Officer
- 7.7 Understand metrics and measurement that the department uses to measure success
- 7.8 Camping by County residents & non-residents
- 7.9 Milestones for Memorial for the 100-year anniversary
- 7.10 How to maintain contact and engagement with former Parks Commissioners
- 7.11 Update on sustainability action plan for County OOS
- 7.12 Parks Commission summit to collaborate with other Parks & Recreation Commissions in San Mateo County
- 7.13 Midcoast parklands development fund

## 8. Adjournment

### County of San Mateo Parks and Recreation Commission

Jorge Laguna, District 1 | Thaddeus Block, District 2 | Irma Rodriguez Mitton,  
District 3 (Vice-Chair) | Meda O. Okelo, District 4 (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](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 11, 2024 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/95788247165> . The webinar ID is: 957 8824 7165. The January 11, 2024 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the webinar ID: Webinar ID: 957 8824 7165, 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	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
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><u>Goal 1</u></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><u>Goal 4</u></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><u>Goal 5</u></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 COMMISSION  
FISH & GAME PROPAGATION FUND GRANT GUIDELINES AD HOC SUBCOMMITTEE**

Meeting No. 01 Summary Report – For Information Only  
December 15, 2023 (virtual)

**Present:** Commissioner Meda O. Okelo, Commissioner Irma Rodriguez Mitton

**Purpose:** Review Parks Staff proposed *Guidelines for Funding Recommendations for Fish and Game Propagation Funds (Guidelines)* presented at December 7 2023 Commission meeting.

This ad hoc subcommittee met and discussed areas for potential clarification and amendment for the Guidelines. These are preliminary discussions only. The subcommittee intends to continue discussion at its next regular meeting.

Among items discussed for consideration are:

1. What would be net impact of adding a pre-proposal step, such as requiring a one-page Letter of Intent (or Intent to Apply short form) from all applicants, in order to better assess the volume of potential interest and eligible projects, prior to requiring full application?
2. Develop clear scoring rubrics and eligibility criteria, perhaps based on general category (e.g., education, mitigation, restoration), or amount of funding requested.
  - a. Should a \$1000 request have different eligibility and reporting requirements than a \$25,000 request?
  - b. Would education projects have different metrics than restoration projects, or should all projects require some element of public education?
  - c. Since funds are limited, should we consider focusing on one theme/impact area per year?
3. How can the application form itself be structured to help reduce burden on applicants and on the staff reviewers? Could each question have a maximum character or word count?
4. Establish a fixed term for both the implementation of the funded project and the grantee's final report, with a clear process for requesting an extension if unforeseen circumstances (e.g. weather, permits) delay completion.

Other recommendations discussed included:

- Preference for an annual grant cycle to keep program visible and also to disburse funds more frequently.
- Process must be equitable and accessible to all public organizations and private individuals.
- Consider tapping into city Parks & Rec Commissions to help distribute notice of opportunity.

This subcommittee will meet on a monthly basis to finalize these recommendations to present to the full commission, and thereafter to Parks Staff for incorporation into the Guidelines. Although the goal is to roll out the program in the June 2024 timeframe, that schedule is dependent on continued iteration and agreement of the Guidelines.