



**County of San Mateo**  
**Parks and Recreation Commission Meeting**  
**December 5, 2019 from 4:00 p.m. to 6:00 p.m.**  
**Board of Supervisors' Chamber**  
**400 County Center, Redwood City**

**DRAFT MINUTES**

Meeting began at 4:05

**1. Pledge of Allegiance**

**2. Roll Call:**

Present: Commissioner Bonilla, Commissioner Merrilees, Commissioner Manneh  
Commissioner Green arrived at 4:08, Commissioner Okelo arrived at 4:09

**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. Speakers are customarily limited to two minutes.

County Manager Mike Callagy spoke to formally introduce the new Director of Parks Nicholas Calderon. He is very pleased to be able to appoint him.

He acknowledged the tremendous job done by Deputy County Manager Peggy Jensen who served as Interim Director during the search for a new director.

Director Calderon thanked County Manager Callagy for the kind words and thanked Deputy County Manager Jensen for all her work over the past year, setting the department on the right course.

The Commissioners congratulated Director Calderon on his new position. They look forward to working with him in this new capacity. They also thanked Deputy County Manager Peggy Jensen for serving as Interim Parks Director. It was a pleasure to work with her and she did a wonderful job.

**4. Action to Set the Agenda**

Director Calderon interjected, saying that there was a request for item 7.2 to go before 7.1, before we set the agenda.

Motion: Bonilla / Second: Merrilees  
Yes: Bonilla, Green, Manneh, Merrilees, Okelo  
No: 0

## **5. Parks Foundation Executive Director's Report**

Commissioner Green asked Executive Director Beasley if there is a strategic plan that governs how the Foundation allocates their dollars?

Executive Director Beasley said that it's up to the Parks Department. They are here to compliment what the Parks Department does. The Foundation has a strategic plan, but they rely on the Parks Department to implement their plan with the funds that the Foundation raises.

Director Calderon said that he has regular meetings with Executive Director Beasley and an open dialogue on needs for the Department and how the Foundation and the Department can collaborate to provide better services to the public and to better steward our land.

## **6. Department Report**

6.1 Director's Report (including an update regarding the Department's \$600,000-line item in final budget report and update on Board Actions regarding the Land Acquisition and Management Policy)

Director Calderon said that in order to save time for the presentations we have today, he is happy to answer questions about the Director's report if there are any, otherwise we'll turn it over for the presentations.

Commissioner Green asked about the Calendar of Events. Some of the events did not have attendance numbers. She would like to see those so we can attempt to see the number of people served.

Director Calderon said we are collecting that information and we will make sure it gets in the February report. Commissioner Green also said that it would be nice to see an aggregate number, not necessarily event by event, in order to see trends.

## **7. Presentations – Per Director Calderon's earlier information, the presentation for Item 7.2 preceded Item 7.1.**

### **7.2 Memorial Park Update**

The Rangers Nastari and O'Brien spoke about improvements that the Department is making to Memorial Park facilities and infrastructure in anticipation of the 100-year anniversary of the Park and the Department. While they are undertaking these projects, the facilities and the campground will be closed for the 2020 camping season.

Commissioner Okelo had several questions about construction, the number of shower

and rest room facilities being replaced and how these buildings were chosen for replacement over others.

Commissioner Green asked about cost comparisons for building methods and what energy source would be used for the bathrooms. Additionally, getting off gas as an energy source in all future park improvement construction would be a good goal.

Commissioner Green also asked Director Calderon to discuss the budget source for this project.

Director Calderon answered that the Department has been very fortunate that the Board of Supervisors have appropriated \$4 million for this and several million for other projects in Memorial including the Waste Water Treatment Plant. The Department has the expectation that they will have some funds left to address some of the other facilities. Their intention is to have the entire park in the best condition for the 100-year anniversary in 2024.

#### 7.1 Presentation on the IDEA initiative

The Commissioners thanked Ranger Wright for a wonderful presentation as well as all the work she does. Commissioner Bonilla commented that the Sheriff's Activity League participates in a lot of the Interpretive Programs and all the kids come back so excited about nature, the parks, and wanting to go back to the Parks with their families, so she knows the programs are working.

Commissioners Green and Okelo are interested in reviewing the Interpretive Program scope of work.

### 8 **Regular Agenda**

#### 8.1 Approval of the August 1, 2019 Commission meeting minutes (ACTION)

Motion: Bonilla / Second: Merrilees

Yes: Bonilla, Green, Manneh, Merrilees, Okelo

No: 0

Commissioner Okelo thanked staff for the level of detail provided in the Minutes. It's a considerable amount of work, and on behalf of the Commission, he appreciates the level of work that went into providing the level of detail in the Minutes.

#### 8.2 Approval of the October 3, 2019 Commission meeting minutes (ACTION)

Motion: Bonilla / Second: Merrilees

Yes: Bonilla, Green, Manneh, Merrilees, Okelo

No: 0

#### 8.3 FY 2019-2020 Parks Commission Work Plan

Commissioner Merrilees would like to add ranger housing to the work plan.

Commissioner Okelo would like a copy of the work plan to be included in every packet.

He also said that he would like to join the Budget and Performance Committee as well as serve at the Youth Commission liaison.

#### 8.4 Nomination and Election of 2020 Commission Officers (ACTION)

Nomination of Commissioner Green for Chair in 2020

Nomination: Bonilla / Second: Okelo

Commissioner Green accepted the nomination.

Yes: Bonilla, Green, Manneh, Merrilees, Okelo

No: 0

Congratulations to Commissioner Green!

Nomination of Commissioner Merrilees for Vice-Chair in 2020

Nomination: Bonilla / Second: Okelo

Commissioner Merrilees accepted the nomination.

Yes: Bonilla, Green, Manneh, Merrilees, Okelo

No: 0

Congratulations Commissioner Merrilees!

#### 8.5 Draft 2020 Parks Commission Calendar (ACTION)

Director Calderon reminded Commissioners of the discussion held at the last meeting regarding the dates and locations that the meetings in 2020 would be held. We have two options before us. We can either continue to hold Commission meetings on the first Thursday of every other month, in which case the Commission meetings would have to be relocated to either Coyote Point's Captain's House or the Carriage House at Wunderlich Park. We could also do a combination of the two.

We would change the date which the meetings are held, and it would be on the second Thursday of every other month and it would still be held here in Board Chambers.

Director Calderon would like to get a consensus from the Commission if there is a preference between either of those.

Commissioner Bonilla is open to either option, but she thinks it would be interesting for them to get into the Parks.

Director Calderon said there are various parks in our system, the Carriage House at Wunderlich, the Captain's House at Coyote Point are the two that are most equipped to have a meeting of the type we hold. We would also be able to hold a meeting at San Pedro Valley Park in Pacifica. Commissioner Okelo suggested meeting in each of our Parks, or perhaps use other facilities outside of our Parks. He urged us to

consider convenience to the public who may want to attend our meetings.

Director Calderon said that he understands what Commissioner Okelo is saying. If the goal for 2020 is to rotate location every meeting is, we will have to bring back a recommendation to the Commission in February that identifies what meeting will be held at which location on which day so we can make sure we can satisfy all Brown Act requirements and noticing requirements. He would defer to the Commission in this case.

Commissioner Green, asked Director Calderon to articulate what it is about the three facilities and what it is that makes them more appropriate for a meeting like this and perhaps we could have those as our guidelines and our answers.

Director Calderon said that the first reason is that these three locations are ADA compliant. We would not have that same luxury at other facilities in the parks. These facilities have enough room to set up the necessary tables and chairs and make sure that we have the appropriate arrangement for both the Commission and members of the public. Finally, these are the facilities in our parks that can accommodate the meeting from the perspective of four walls, a roof, power, space, and heating. These are the facilities that meet the basic level of requirements.

County Counsel Baumgartner said that right now the Commission Bylaws state that the meetings are held here in Redwood City. They specifically set this location on the first Thursday of every even month. Changing the location is going to involve amending the Bylaws. His suggestion is that the Commission amend the Bylaws so that on an annual basis the Commission can set its calendar, at the dates, times, and location that it chooses. For the time being, we will have to decide what we are going to do about changing the location for the upcoming meeting in February.

Director Calderon said we would report out to the Commission via email what those steps will be. The issue is whether we hold the meetings here or elsewhere, we must amend the Bylaws because they are written in such a specific way.

County Counsel Baumgartner said it's possible for us to hold our first meeting off-site. The Commission could cancel their first meeting and then call a special meeting at a different time and location and essentially conduct its same business. Counsel confirmed that there is no action the Commission needs to take on this today. If the plan is to stick with the first Thursday in February for the meeting, the Parks staff will need to change the location, remaining Brown Act compliant. We will work all that out.

Commissioner Green stated then that this item would be continued, since there technically is no action needed. Director Calderon agreed and said that we would hold the February 2020 meeting at either Wunderlich or Coyote Point, on the first Thursday in February, which is February 6. By then the Commission will have time to amend the Bylaws, set the 2020 schedule, and we can discuss other items for that meeting later in the agenda.

## 8.6 Fish and Game Fund

The Department is drafting a process that we would go through before awarding those

funds and what we think those funds really need to be used for within what is allowed through state law. The department will set the criteria, and when an application is received, recommendations will be brought to the Commission for the Board to either approve or deny.

## **9 Commissioner Reports**

Commissioner Green thanked Director Calderon for making sure the presentation Interpretive Plan reflected its close connection to the IDEA initiative which is something they had asked to hear.

Commissioner Merrilees reported on the dog meeting that was on Monday. They were trying to decide how the off-leash pilot would work. This discussion will continue to at least the next meeting.

Commissioner Manneh is grateful that he got to lead the Commission as Chair and had the opportunity to do a lot of things in the spring and summer. He is grateful to all the Commissioners for putting their work plans together (especially Commissioner Green) and coming to every meeting. He is excited for our new Director. He also thanks the Commission Clerk, Lori Mrizek, for always being prompt and punctual and sending us the packets in a timely fashion, not only to our homes but also having them for the Commissioners at the meetings. Shout out to Lori for always being helpful in that!

## **10 Items for Future Agenda**

Director Calderon said that there were several items that were discussed today that would be items for the February meeting. They include:

- Amendment to the Bylaws regarding the meetings as well as setting the meeting schedule for 2020.
- Commissioner Okelo has asked for the arborist to be able to come speak to the Commission. The Department will follow up and try to set up a time for him to join us.
- Department is working on the Fish and Game Policy
- Department to give a presentation on Ranger housing
- 5-year interpretive plan

Commissioner Green mentioned that Director Calderon was going to see if there is a way for them to comment on the RFP without seeing a presentation. Director Calderon confirmed this. He expects the best way for the Department to do this is to come up with a summary of the scope and bring that back to the Commission. Director Calderon will work with Counsel to see if there is a different way of engaging with Commissioners who expressed an interest in providing feedback on the scope.

Commissioner Merrilees suggested that the Dog Policy might be an issue for February. It might be finished in January, and it might be controversial.

Director Calderon mentioned that the Department works with the Chair and Vice-Chair prior to meetings, to identify what the items on the Agenda are and if there are any

questions or concerns. We can engage with the Chair and Vice-Chair, set an Agenda that we think makes sense for the February meeting. If we do bring a recommendation on the Dog Policy, he suspects that many of the items we discussed will not be on the agenda as well, in the interest of time. We will put together the best agenda we can given the amount of time we think each item will take, provide that to the Chair and Vice-Chair, receive feedback and make the necessary adjustments as required.

Commissioner Merrilees mentioned the Fish and Game Fund, and that the Salmon Smolt is something that has been funded on an ongoing basis. He's not sure of the timeframe on buying the eggs and releasing them, so this may be a little time sensitive too, he's not sure.

Director Calderon said the Department would look into that. If it is time sensitive, we will make sure that that is prioritized for the February meeting as well.

Commissioner Okelo shared that over the last several years we have not gone to the Board of Supervisors to make a presentation as to what we've accomplished in the previous year and what our plans are for the next year. He would like to have something on the February agenda to talk about if we are going to do a formal presentation to the Board.

Director Calderon said that he has captured the conversation, and of course this meeting is recorded so we will be able to fully capture what was said. What he's heard for February then is that there are four matters we need to prioritize for discussion, and they are: Fish and Game Fund Policy, Amending the Bylaws, the Dog Pilot Program, and the presentation to the Board. These are the four priorities he heard today.

Commissioner Okelo said let's not forget about the work plan. They will come back with an amended work plan next time too. We didn't get a copy of the work plan this time.

Director Calderon said yes, we will make sure we include a copy of the work plan in the next Agenda Packet, and it will be part of the discussion about the presentation to the Board.

## **11 Adjournment**

Motion: Bonilla / Second: Manneh

Yes: Bonilla, Green, Manneh, Merrilees, Okelo

No: 0

Meeting adjourned 5:47 pm.

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

*Barbara Bonilla, District 1 | Heather Green, District 2 | Neil Merrilees, District 3  
Meda O. Okelo, District 4 | Basem Manneh, District 5 (Chair) | Eeshan Bhat, Youth  
Commissioner*

**County of San Mateo Parks Department:**

*Peggy Jensen, Interim Parks Director*

*Nicholas Calderon, Parks Assistant Director*

*Lori Mrizek, Executive Secretary*

**Meeting Rules and Procedures**

***Signing up to speak to the Commission and time limits.*** For the orderly recognition of members of the public who wish to speak before the Commission, speakers are asked to fill out a speaker request form and give it to the Commission Clerk. However, speakers may elect not to identify themselves by name. The form is available in the entryway area for the meeting room. Public comment is generally limited to two minutes per speaker, although the Commission Chair may modify this time limit in order to accommodate all speakers. Prearranged presentations are generally 10 minutes.

***Communicating with Commissioners.*** If you wish for your written communication or materials to be distributed to all Commissioners, please email such communication or materials to [parkscommission@smcgov.org](mailto:parkscommission@smcgov.org), or mail them to the address listed on this page, for receipt at least two business days prior to the Commission meeting.

***Visual Presentations/Materials.*** For PowerPoint presentations, you need to provide the Commission Clerk a USB flash drive 30 minutes prior to the meeting start or via email by 5:00 p.m. the day prior to the meeting. Electronic formats must be PC compatible.

***Public Records.*** Public records that relate to any item on the open session agenda for a regular Parks Commission meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. The Commission has designated the office of the Parks Department, located at 455 County Center, 4th Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. These documents are also available to be sent electronically. Contact the Commission Clerk.

***Accessibility.*** In compliance with the Americans with Disabilities Act (ADA), auxiliary aids and services for this meeting will be provided upon request when Department is given three days' notice. Please call (650) 599-1393 (voice) or e-mail [lmrizek@smcgov.org](mailto:lmrizek@smcgov.org). For the safety of those sensitive to airborne chemicals, please refrain from wearing chemically based products.

***Commission Clerk.*** Lori Mrizek, Executive Secretary  
Parks Department  
455 County Center, 4<sup>th</sup> Floor  
Redwood City, CA 94063  
[lmrizek@smcgov.org](mailto:lmrizek@smcgov.org) / (650) 599-1393