

**COUNTY OF SAN MATEO**  
Parks and Recreation Commission Meeting  
Thursday, February 4, 2016  
4:00 p.m.  
Board of Supervisors' Chambers  
400 County Center, Redwood City

**MINUTES**

Chair Enriquez called the meeting to order at 4:00 p.m.

**Roll Call**

Commissioners Present: Cooney, Cumming (Youth), Enriquez (Chair), Huo (Youth) Merrilees, Okelo (Vice Chair), Pincus

Staff Present: Arechiga, Bennett, Castillo, Emil, Finley, Finnegan, Hallett, Herzberg, Lombardi, Meyer, O'Brien, Pinon, Schoof, Vasquez, Weaver, Wright

**Chair Enriquez Welcoming Remarks**

Chair Enriquez opened the meeting with remarks recognizing the work of the Commissioners, the leadership of the Parks Director and her staff, the contributions of the San Mateo County Parks Foundation and the former and current Executive Directors, and the projects accomplished. He encouraged the consideration of a multi-cultural festival to raise money, noting a successful event that the City of San Francisco hosts annually.

**Oral Communications**

There were none.

**Agenda Amendments**

There were none.

**San Mateo County Parks Foundation Executive Director Report**

Ms. Michele Beasley, Executive Director, San Mateo County Parks Foundation, said she is planning to meet with many groups including Friends, Rotaries, and neighborhood associations, to encourage funding and nurturing of a new generation of environmental stewards.

**Presentations**

*Introduction of New / Promoted Staff*

Park Superintendent Lombardi introduced recently promoted Park Ranger IVs Laurel Finnegan and David Vasquez, and Park Ranger IIIs Darrick Emil and Kevin O'Brien, and newly hired Equipment Mechanic / Operator Chris Meyer.

Management Analyst Castillo introduced recently hired Fiscal Office Specialist Jeis Pinon and promoted Administrative Assistant II Jeff Weaver.

*Pedro Point Headlands*

Using Google Earth Pro, Director Finley provided the Commission with a virtual tour of the Pedro Point Headlands, 260 acres of which will potentially be transferred to San Mateo County Parks as an extension to park property at Devil's Slide.

In reply to various Commissioner questions, Director Finley said this potential land transfer would include 1.09 miles of trail, was within Park District IV, and that the first year operating costs were estimated at \$293,550 including staff time, tools, signs and trail design, and once established operating costs would be around \$221,000 annually. She noted there were grant funds for restoration available and the County could potentially execute a working agreement with Pacifica Land Trust, which has a strong volunteer program.

*Sustainable Funding*

Margaret Bailey, CHM Government Services, said her consulting firm provides high quality services for public agencies to establish businesses that work within a public environment. She said they help agencies with facilities asset management, protecting resources, and developing concessions, permits, fees, and licensing. She said they have assisted the Parks Department with the development of a Request for Proposals (RFP) including the concession contract for Folger Stable. She said they are now working with staff to develop an RFP for the board sports concession at Coyote Point Recreation Area.

Commission comments indicated support for developing healthy business models within parks that respect public use and increase access, concerns with entry fees or charging fees at a day park not being well used, and the social equity of fee structures. Bike rentals were suggested as a possible revenue source.

*Shuttle Program*

Cecily Harris, Development Consultant, made a PowerPoint presentation on a proposed San Mateo County Parks Explorer Shuttle Program.

Commissioners expressed their support for such a program and suggestions were to include senior centers in the program and expand to Daly City area if pilot program is successful.

*Annual Informational Commemorative Facility Report*

Cecily Harris, Development Consultant, noted in addition to her written report that additional bench locations would become available when the Coyote Point Eastern Promenade is completed and the Crystal Springs Regional Trail South of Dam Trail segment is fully opened.

**Action Items**

*Review and Approve the Minutes of the December 3, 2015 Regular Meeting*  
Commissioner Okelo said on page 3 of the minutes under *Selection of Two Commissioners to Serve on a Dog Strategy Committee for San Mateo County Parks* that he had suggested the name of the Committee be changed to *Dog Management Strategy in San Mateo County Parks Committee*.

ACTION: M/S Okelo/Merrilees to approve the minutes with addition to page 3 that: *Commissioner Okelo suggested the name of the Committee should be Dog Management Strategy in San Mateo County Parks Committee*; approved 7-0.

**Staff Reports**

*Director's Report*

Director Finley said in addition to her written report that a special meeting of the Commission might be needed to conduct a public hearing for a Mitigated Negative Declaration for the proposed trail alignment project for Pedro Point Headlands.

Staff will email the Commission about dates and availability if the meeting needs to be held.

Discussion ensued about Sharp Park. The Commission requested an update at the next meeting.

*Harbormaster's Report*

Harbormaster Hallett reported in addition to his written report that 32 trees had been planted in the area of the Marina since the first of the year and the fuel dock collar would be installed the next week.

Commissioner Cooney suggested directional signage to the Marina as it was difficult for some visitors to find.

*Parks Superintendent's Report*

Park Superintendent Lombardi said he had no additions to the written staff report. He provided general information upon request about the newly established Park District VII. (The Marina is Park District VI.)

Discussion ensued on donation boxes in parks, trust funds for dedicated park funds, use of technology, and the preparation of donor thank you letters. Commissioner Okelo suggested information on what donations were used for within parks on the donation boxes.

Director Finley said that the larger discussion was the Foundation's evolving role. She said it might make more sense for the Foundation to collect donations in the parks and provide information on donation use otherwise there might be confusion between what the parks were collecting donations for and the role of the Foundation in raising funds.

*Natural Resource Manager's Report*

Natural Resource Manager Arechiga noted a correction to her report, page 1, under DISCUSSION, Collaboration, to read: The Natural Resource Manager (NRM) attended the first meeting for the Marbled Murrelet (MAMU) **Zone 6 recovery collaboration since 2011. The collaborative provides.....**

*Fiscal Officer's Budget Report*

Management Analyst Castillo had no additions to his written report.

*Park Planner's Report*

Senior Planner Herzberg had no additions to his written report.

*Community Program Specialist's Report*

Park Ranger II Wright said there were no additions to the written report.

Commissioner Okelo complimented the written report noting it was very detailed. He said he would like to discuss with Ms. Schoof whether organizations that volunteered continue their volunteer work each year and whether partnerships were being maintained, and to identify groups that might be introduced to volunteering in the parks system.

**Commissioner Reports**

Chair Enriquez said he met with the Parks and Foundation Directors to discuss his vision of a Day in the Park or a festival that would celebrate all the ethnic communities within San Mateo County. He said it was not only the revenue that would be generated by such an event that was important but having different communities experience parks.

**Adjournment**

Action: M/S Pincus/Merrilees to adjourn the meeting; carried 7-0.

The meeting adjourned at 6:00 p.m.