



## PARKS AND RECREATION COMMISSION

Mel Pincus, 1<sup>st</sup> District  
Marico C. Enriquez, 2<sup>nd</sup> District  
Bern Smith, 3<sup>rd</sup> District  
Marian Vanden Bosch, 4<sup>th</sup> District  
Michael J. Cooney, 5<sup>th</sup> District  
Ruben Luva, Youth Commissioner

County Office Building  
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Brenda Bennett, Clerk  
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Parks and Recreation Commission Meeting  
Thursday, September 16, 2010  
4:00 p.m.  
San Mateo County Board of Supervisors' Chambers  
400 County Center  
Redwood City, CA 94063

### MINUTES

Chair Cooney called the meeting to order at 4:02 p.m.

#### 1. Pledge of Allegiance

#### 2. Roll Call

Commissioners: Cooney (Chair), Enriquez (Vice Chair), Pincus, Smith (absent), Vanden Bosch

Staff: Bennett, Hallett, Harris, Lockman, Lombardi, Medina, Moore, Noyer, Schoof

#### 3. Oral Communications

There were none.

#### 4. Agenda Amendments

Parks Superintendent Lockman said staff had one other personnel introduction to make under item 6.C. if that was agreeable to the Commission. There was Commission consensus to amend the agenda.

#### 5. Consideration of the Minutes of the Parks and Recreation Commission

A. Regular Meeting of June 3, 2010

Commission Action: M/S Vanden Bosch/Enriquez to approve the minutes as presented.

Motion carried 4-0 with Commissioner Smith absent.

#### 6. Correspondence and Presentations\*\*

A. Introduction and Welcome of Youth Commissioner Ruben Luva

Superintendent Lockman introduced Mr. Ruben Luva, Youth Commissioner to the Parks and Recreation Commission. Mr. Luva is a senior at Sequoia High School in the International Baccalaureate program. He said the Commission was requested to have one of its members act as the adult ally for Mr. Luva related to Commission business. He said that Department staff would work with Mr. Luva to assist him in development of a project which was an integral part of his Youth Commission duties as well as attending these Commission meetings.

The Commission welcomed Mr. Luva.

B. Presentation on Upcoming Eagle Scout Project at Huddart Park – Steven Shimbo, Boy Scout Troop 109

Mr. Shimbo said he would do his Eagle Scout project at Huddart Park on September 25, 2010 which was also National Public Lands Day. He said he had met with District Ranger Noyer to develop the project which was the planting of 50 Carmel Manzanita on a hillside adjacent to the Sequoia Youth Camp for erosion control. He said the Manzanita was a native plant species. He invited the Commission and staff to participate with the planting on September 25, 2010, from 8:30 a.m. to 3:30 p.m.

Commissioners individually expressed their appreciation for Mr. Shimbo's volunteer efforts.

C. Personnel: Introduction of Harbor Master Ed Hallett

Superintendent Lockman introduced Mr. Ed Hallett who was recently promoted to the position of Harbor Master for the Marina. He said Mr. Hallett had served as the Acting Harbor Master after the retirement of the Supervising Ranger at the Marina.

Harbor Master Hallett said the Commission had previously approved the creation of a dry dock area at the Marina. He reported that it was already full and expected revenues were \$12,000 annually. He noted that he had berthed his first boat at the Marina in 1976 and had never left. In response to Commissioner Enriquez, Mr. Hallett said he has worked for the County for 12 years.

Superintendent Lockman introduced Mr. Nic Pagsanjan who was recently hired to fill the Fiscal Office Specialist vacancy. He said Mr. Pagsanjan was doing great work and the Department was pleased to have him.

Mr. Pagsanjan said he was very pleased to work for the Parks Department.

D. Budget and OBM Report: Administrative Services Manager Sara Medina

Ms. Medina provided the Commission with a budget and OBM report handout. She said the budget was the same as that previously seen by the Commission except that estimated year end balance had been changed to reflect the actual year end

balance. She said the budget hearing for the final budget was scheduled for September 28. She said that the OBM report for each budget accompanied that budget in the handout and described the actual and targeted measurements.

In response to Commissioner Enriquez' question about the general fund amount shown in the parks budgets, Ms. Medina said that the parks budgets had reduced the Net County Cost by \$400,000 for FY 2010-11.

In response to Commissioner Pincus' question related to the state proposition 21, Ms. Medina said it would not have any impact on parking revenues. Mr. Lockman said that it was not clear if Prop. 21 if passed would impact San Bruno Mountain State and County Park and whether the County's \$5.00 vehicle entry fee would need to be eliminated or whether it was applicable because the County had agreed to manage the site. He said County Counsel was reviewing the matter but noted that San Bruno Mountain was not a heavily used site.

Commissioner Pincus said he would like a breakdown of the entry fee revenues, which Ms. Medina said she would provide him.

## **7. Director's Report**

Superintendent Lockman said that the San Andreas Trail segment of the Crystal Springs Regional Trail is located 1.3 miles from what was the epicenter of the gas line explosion and the tragic disaster in San Bruno. He said on that day the SFPUC closed the trail.

Superintendent Lockman said the Marina dredging project would mobilize soon and was expected to be completed toward the end of November. He said a contract had been awarded to Blue Water Design to develop alternative plans for the replacement of Dock 28, the nonuse of which was a \$100,000 loss per year for the Marina. He said the project options would be presented at public meetings for feedback and based on the feedback, staff would come to the Commission to consider a preferred alternative. He said optimally the project would go out for bid in June 2011 with construction completed by late 2011.

Superintendent Lockman reported on the San Bruno Mountain Sewer Line Project and noted that the opening of the Bay Trail would be celebrated on October 13 and the opening of the Seal Cove Stairway on October 27.

Superintendent Lockman said a public meeting had been held in San Bruno to review a proposal for a Disc Golf Course at Junipero Serra Park. He noted that Commissioners Enriquez and Pincus had attended the public meeting. He said staff would review all of the comments and refine the plan and bring it to another public meeting for consideration.

In response to a question from Chair Cooney, Superintendent Lockman said the Marina had been sampled and tested for contaminants as required by the U.S. Army Engineer Corps permit.

In response to a question from Commissioner Pincus, Superintendent Lockman said that there was a major gas pipe line along San Andreas Trail and possibly in Flood Park, and a 12-inch gas line at Mirada Surf that were the liability of PG&E.

Commissioner Pincus said he had gone to Junipero Serra Park to see the proposed Disc Golf Course which he had found fascinating. He said he chatted with some residents who indicated that they were considering not signing the petition being circulated against the proposed project. He said at the public meeting there had been such vocal opposition that he felt he needed to see what the proposal would entail at the Park. Superintendent Lockman noted that a number of issues raised were Park related issues and not issues with disc golf per se.

Commissioner Enriquez said he had attended the public meeting in San Bruno and that the homeowners were not in agreement with putting disc golf at Junipero Serra Park. He said the homeowners suggested that the course should be located on school grounds. He said there were concerns about safety, liability, degradation of the environment, impacting the aesthetics of the park and the view.

Commissioner Pincus said that disc golf was meant to be played in the rough and not on greens so it would not be suitable on a school playing field. He said it appeared that disc golf was a sport that families could enjoy together.

Superintendent Lockman said the Department would review all the comments received and expect to have another public meeting in about a month and half.

Chair Cooney asked about standby emergency power for the San Bruno pump stations. Superintendent Lockman said they would have standby emergency power and that the pump station had a holding capacity for a day's use.

## **8. Commission Action Items**

- A. Review and Approve an Addition to the Guidelines for Donations, Memorial and Sponsorship Contributions Catalog Programs as a Wish List Program, Appendix E

Financial Services Manager Harris said the Department was continuing to expand and enhance the Guidelines for Donation, Memorial and Sponsorship Contributions and would like the Commission to consider an Appendix E for the new Wish List Program. She said the Wish List Program would be a prioritized annual list of lower cost equipment, supplies, and programs that a community donor could expect to see purchased or completed within a one-year time frame. She said the expected price range was between \$1,500 and \$25,000. She reviewed the three categories of the Wish List for the Commission and the process for submitting items for consideration to

create an Annual Needs Inventory and the management review for recommendation of a prioritized list. She reviewed how the program might be promoted.

Chair Cooney suggested using Craig's List to request donations. Ms. Harris said that was an option and to talk to visitors and other solicitations. Commissioner Enriquez said the idea was good. He asked where the money would be deposited. Ms. Harris said it would be deposited in a Trust Fund specifically for funding of the Wish List projects. Commissioner Pincus clarified with Ms. Harris that the review of the Wish List would occur semi-annually rather than bi-annually. Commissioner Enriquez confirmed with Ms. Harris that the projects on the Wish List would have to be fully funded before the project commenced. He suggested that the Wish List could be taken to Lowe's or Home Depot to request donations. Commissioner Pincus suggested that there should be in-kind gifts accepted as well. Ms. Harris said she could review to see if that fit.

Commission Action: M/S Vanden Bosch/Enriquez to approve an addition to the Guidelines for Donations, Memorial and Sponsorship Contributions Catalog Programs as a Wish List Program, Appendix E.

Motion carried 4-0 with Commissioner Smith not in attendance.

- B. Review and Approve a New Chapter 13 Donation Programs to the Guidelines for Donations, Memorial and Sponsorship Contributions and a New Appendix F Donation Box Program and Policies

Financial Services Manager Harris said the Commission was being asked to consider a new Chapter 13 to describe how donation programs might be implemented and an Appendix F to specify the donation box program and policies.

Discussion ensued on the location of donation boxes and where the donations placed in them were deposited. Commissioner Pincus noted that the last line under III. Donation Box Signage was incorrect as the funds collected in a donation box at a specific location were being donated to that particular park and should not be deposited into the general fund. Commissioner Enriquez suggested providing brochures at donation boxes as that would encourage more people to make a donation for the brochure. Commissioner Pincus asked about pilferage. Superintendent Moore said the donation boxes were iron ranger boxes and were three-quarters-inch steel plate with a steel box inside. Ms. Harris noted the boxes are located in highly visible areas.

Commission Action: M/S Pincus/Enriquez to approve a new Chapter 13 Donation Programs to the Guidelines for Donations, Memorial and Sponsorship Contributions and a new Appendix F Donation Box Program and Policies with the deletion of the last line under III. Donation Box Signage.

Motion carried 4-0 with Commissioner Smith not in attendance.

**9. Operations and Maintenance Activities**

**A. Superintendent's Report**

Superintendent Moore said there were three vacant Ranger II positions for which the County was recruiting. He said 87 applications were received and the Human Resources Department had screened those to 47 applicants accepted for the testing portion of the application process. He said the Folger Stable looked very nice and encouraged the Commissioners to attend the grand opening on September 19. He said the new Lessee for the stable operations and maintenance would take over on October 1 and was bringing an expanded public component to the facility. He said that soon Parks would be able to take their larger green waste to Public Works for mulching which would save money as currently green waste that was too large to go through a chipper had to be dumped.

**B. Volunteer Programs Coordinator's Report**

Ms. Schoof said in addition to her written report that the Trails Center would add five more trail days to the calendar beginning October and running through February.

Commissioner Enriquez suggested starting a program to take a hike with the parks commissioners.

**10. Friends and Subcommittees**

**A. Parks Foundation**

There was no report.

**11. Commissioner Reports**

Commissioner Pincus suggested the Commission consider writing a letter of support for Proposition 21 which would provide a mechanism to fund State Parks. Superintendent Lockman said staff would check the feasibility of that action and get back to Commissioner Pincus.

**ADJOURNMENT**

The meeting adjourned at 5:35 p.m.