



GRANADA COMMUNITY SERVICES DISTRICT

PARKS ADVISORY COMMITTEE REGULAR MEETING AGENDA

Monday, February 3, 2020 at 7:00 p.m.

The Parks Advisory Committee (PAC) serves the GCSO Board of Directors by providing recommendations on and assistance with parks and recreation related issues. The PAC is advisory only, and does not have any decision-making authority.

CALL TO ORDER AT 7:00 PM: GCSO Meeting Room, 504 Avenue Alhambra, 3rdFloor, El Granada, CA 94018.

ROLL CALL

Committee Members: Nancy Marsh (Chair), Patrick Tierney (Vice Chair), Paul Koelsch, Susannah Cantrell, Fran Pollard, Michelle Dragony and Richard Barker.

Staff Members: Claudia Marshall, GCSO Recreation Coordinator

PUBLIC COMMENTS

For comments regarding issues **not** on the agenda. Limit is 3-minutes per person. (No discussion or action can take place).

ACTION ITEMS

EST. TIME

- | | |
|-------------------------------------------------------------------------------------------------|----------|
| 1. Approve 11/05/20 Meeting Minutes. | 5 mins. |
| 2. Presentation: San Mateo County Active Transportation Plan Development (Julia Malmo-Laycock). | 25 mins. |
| 3. Nominate/elect 2020 PAC Chair and Vice-Chair. | 15 mins. |
| 4. Project Update from Quarry Park Pump Track Task Force. | 15 mins. |
| 5. Update on GCSO Board November discussion of PAC recommendations for Burnham Park | 15 mins. |
| 6. Review final winter classes and any support needed from PAC members. | 10 mins. |
| 7. Confirm next PAC meeting date: May 4, 2020. | 5 mins. |

ADJOURN

EST. 8:30

This meeting is accessible to persons with disabilities. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility.

Staff reports and other materials are available to the public and will be made available in appropriate alternative formats to persons with a disability. Please contact GCSO at (650) 726-7093 to request copies of documents or materials related to this meeting or to request a disability-related modification or accommodation.

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ITEM #1

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GRANADA COMMUNITY SERVICES DISTRICT

Minutes PARKS ADVISORY COMMITTEE REGULAR MEETING

November 5, 2019

CALL TO ORDER

The Regular meeting of the Parks Advisory Committee was called to order at 7:05 pm.

ROLL CALL

Committee Members: Nancy Marsh, (Chair), Pat Tierney (Vice Chair), Richard Barker, Susannah Cantrell (absent), Michelle Dragony, Paul Koelsch (arrived at 7:08), and Fran Pollard.

Staff: Claudia Marshall.

PUBLIC COMMENTS

Chair Marsh, commended Recreation Coordinator, Marshall, for her diligence in the timely GCSD website updates.

Member Pollard recounted a need for fencing if a section of Quarry Park was going to be used for off-leash dogs.

Member Dragony reported that the Skate Ramp location replacement was in progress.

Chair Marsh reported that the missing comments had been found by Member Tierney following his October 17 Board presentation and are in the public survey report at granada.ca.gov/parks.

ACTION ITEMS

1. Approve 4/2/2019 Meeting Minutes.

Chair Marsh reported that Item #7 of the August 6, 2019 Minutes should read:

“That there will be no further activity at this time on the Median Design proposals due to public concerns regarding liability”.

Recreation Coordinator Marshall advised the Committee that GCSD Asst.

Manager, Delia Comito, requested that her name be removed from the submittal line of the minutes due to the fact that she is no longer responsible as staff for PAC.

ACTION: Member Pollard moved to approve the minutes with the changes noted above.

(Pollard/Tierney). Approved 6-0.

2. Discussion of the Burnham Park Workshop

Chair Marsh and the Committee members discussed the positive aspects of the Workshop which included: organization, participant creativity and diversity, and feature prioritization and placement.

Public concerns were costs, funding source, potential lighting issues and safety. The Committee agreed that perspectives gained from this workshop must be integrated with data drawn from the prior outreach efforts, particularly the Community Survey which gathered the broadest range of views with over 500 responses. The Committee went on to discuss the top feature priorities across the three outreach efforts, which yielded broadly similar preferences.

Vice Chair Tierney stated that the take away from the workshop was directional and provided new perspectives in terms of feature placement and that from the three outreach programs (2018 Burnham Strip public outreach meeting, 2019 Survey, and the recent public workshop), sufficient data has been collected and tallied to move on to the next step of Plan Design.

ACTION: Member Tierney moves for PAC to recommend to the GCSD Board to move forward with the Burnham Park Concept Design phase. (Tierney/Dragony). Approved 6-0

ACTION: Chair Marsh moved for PAC recommendations to the GCSD Board to include the following features in the Park design (in alphabetical order):

- Benches/Quiet Area/Views/Art
- Children's Play Area/Climbing Boulders
- Fenced Off-Leash Dog Area
- Half-Court Basketball
- Lawn Area
- Music Area/Plaza
- Native Vegetation Throughout
- Perimeter Trail/Fitness/Interpretive Signs
- Picnic Area/BBQ
- Restroom>Showers
- Skate/Scoot/Small Bike Park

(Marsh/Dragony). Approved 5-1 (Pollard).

Chair Marsh noted that she has prepared a summary report of the Burnham Park Public Workshop, and will include PAC review and recommendations, to be submitted to the Board for their November 21 meeting.

3. Project Update of Quarry Park Pump Track Task Force.

Members Koelsch and Barker met with Board Member Seaton at Quarry Park to investigate potential locations. Member Koelsch reached out to Sam Herzberg, Senior Parks Planner at SMC to schedule a potential meeting. PAC Task Force member Ric Barker reported that a Quarry Park Ranger suggested that an agreement similar to the Community Garden arrangement with SMC Parks might work for the Pump Track development. SMC Parks has also suggested a more formal agreement similar to the Median Use Permit with SMC.

Task Force Members and Parks and Recreation Coordinator will meet, along with designated Board member(s), to develop a position on the preferred partnership structure, prior to meeting with SMC Parks.

4. Discuss the Addition of the Proposed Mission Statement

Parks and Recreation Coordinator Marshall proposed the following mission statement: “Park and Recreation’s mission is to serve GCSD’s community with thoughtful development of parks and recreational activities for residents of all ages, coupled with a dedicated focus on steadfast environmental stewardship.” Input from Member Tierney suggested that two changes be made: “Park and Recreation’s mission is to serve GCSD’s community with thoughtful development of parks and provision of recreational activities for residents of all ages and abilities, coupled with a dedicated focus on steadfast environmental stewardship.”

ACTION: Chair Marsh moved to approve the mission statement with the agreed changes for presentation to the GCSD Board.
(Marsh/Dragony). Approved 6-0.

5. Discuss the Proposed Winter classes and Potential Instructors.

Parks and Recreation Coordinator Marshall proposed the following potential instructors and classes/courses to be offered in the Spring/Winter:

CPR/AED	Michelle Dragony
Rosen Movement	Kate O’Shea
Knitting and/or Needlepoint	TBD
Daytime Drawing Class	Claudia Marshall
After School Drawing Class for kids	TBD
Adaptive Cycling for Kids w/ Special Needs	Pat Tierney

Chair Marsh and Vice-Chair Tierney suggested additional potential activities are El Granada History Walks led by Board Member Barbara Dye and Sea Forager Walks led by Kirk Lombard.

ACTION: Chair Marsh moved to recommend the Winter/Spring Class/Course schedule with additions as noted for presentation to the GCSD Board.
(Marsh/Tierney). Approved 6-0.

6. Discuss PAC Term Renewal/Appointment Process.

Chair Marsh indicated that the term for all current members will expire at the end of this calendar year. All members who wish to be reappointed for the 2020-2021 term must submit their requests in writing to Cmarshall@granada.ca.gov. Also, those members who request that they not be reappointed should also submit their preference in writing.

7. Discuss Future Agenda Items and Set Tentative 2020 Meeting Dates After Board Confirms 2020-21 PAC Appointments.

Chair Marsh summarized that there will be ongoing collaboration with the Board and K&K Design Group to a draft the Burnham Park plan and organize future community outreach efforts.

Chair Marsh also stated that ongoing efforts to initiate the proposed development of a pump track at Quarry Park are in place with a future meeting with SMC Parks.

The full PAC committee discussed the schedule for future 2020 meetings and reached consensus to schedule four regular meetings on the first Monday of the second month of each quarter: 2/3/2020, 5/4/2020/ 8/3/2020 and 11/2/2020 (Marsh/Tierney). Approved 6-0.

ADJOURN

The meeting was adjourned at 9:05 pm.

SUBMITTED BY,

APPROVED BY,

Claudia Marshall

Nancy Marsh, Chair

Date Approved by the Committee: February 3, 2020

ITEM #2

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Parks Advisory Committee
From: Claudia Marshall, Parks & Recreation Coordinator
Subject: San Mateo County Active Transport Plan Presentation
Date: February 3, 2020

Julia Malmo-Laycock will join PAC to provide the following presentation:

The County is working to develop an Active Transportation Plan to help determine priorities for walking and biking improvements in unincorporated San Mateo County. The plan, which is the first of its kind for unincorporated San Mateo County, will also give planners, engineers, advocates, and decision-makers the tools they need to build safe, comfortable, and convenient facilities for walking and biking. The Office of Sustainability is presenting the draft Plan recommendations to the PAC for their input. For more information on the Plan and additional opportunities to provide feedback on the draft recommendations, visit <https://walkbikesmc.org/>

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Parks Advisory Committee
From: Claudia Marshall, Parks & Recreation Coordinator
Subject: Annual Election of Parks Advisory Committee Officers
Date: February 3, 2020

GRANADA PARKS ADVISORY COMMITTEE GENERAL RULES OF PROCEDURE

Purpose

The Granada Parks Advisory Committee (GPAC) is established by the Granada Community Services District (GCSD) to ensure community involvement in all phases of park planning, design and development, and will serve to make recommendations to the GCSD Board of Directors.

Authority

The Committee is advisory only and does not have decision-making authority. The GCSD Board shall direct the focus and goals of the Committee, and may assign specific tasks.

Appointment, Terms & Vacancies

The Board of Directors shall appoint seven voting members to the Committee, and may appoint additional non-voting members. Appointments will be made at the beginning of even-numbered calendar years. Members shall serve two-year terms and may apply for re-appointment at the end of their term. Service is voluntary and members receive no compensation.

Resignations shall be made in writing to the Board of Directors. The GCSD Board may remove an appointee by 4/5 vote. When a vacancy occurs prior to the end of term, the Secretary shall post notice of the vacancy, accept applications, and agendaize appointment within 60 days.

Qualifications

Member qualifications:

- Must reside in unincorporated Miramar, El Granada, Princeton, or Clipper Ridge.
- Must be a registered voter in San Mateo County.
- Must be at least 18 years of age.
- Must be available to attend a minimum of four committee meetings per year or more as deemed necessary.
- Must be willing to participate in group discussions and work assignments.
- Must have the ability to be fair, impartial, and respectful of others opinions.
- The Board reserves the right to grant exclusions to these qualifications.

Meetings

The date and time for regular meetings shall be set by a majority of the Committee members for each two-year term. The Committee shall meet a minimum of four times per year. The Board or Committee Chair may call special meetings as needed by notifying the Staff Liaison.

General Rules of Procedure

- Committee meetings are open to the public and subject to the Brown Act.
- Meetings shall be governed (as to procedure and order of business) by the Committee Chair, subject to State law and these Rules of Procedure, or if not covered by the former shall be subject to override by a majority of voting Committee members.
- The Committee shall elect a Chair and a Vice-Chair.
- The Chair will preside at all meetings.
- The Vice-Chair will preside in absence of the Chair.
- To the extent possible, the Chair will ensure that all members, and the public, have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee shall make timely reports to the GCSD Board as requested.
- A GCSD Staff liaison shall serve as the Secretary and will be responsible for minutes of meetings, attendance records and any required notices.
- Minutes shall be approved by the Committee.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the Committee's report to the GCSD Board.

Responsibilities of Members

- To attend all Committee meetings.
- To communicate with Staff if issues or questions arise.
- To become familiar with applicable statutes such as the Brown Act.
- To maintain high ethical standards.
- To participate in Committee discussions and work assignments.
- To be fair, impartial and respectful of the public, staff, and other Committee Members.

Staff Liaison

The Assistant General Manager shall serve as the District Liaison for the purpose of:

- Coordinating, scheduling, notifying all interested parties, and set-up of all Committee meetings.
- Posting all required notices/agendas, and recording minutes of the meeting.
- Serving as a communication link between the Committee, GCSD Board, and other involved staff and professionals as appropriate.
- Providing guidance and recommendations when appropriate.
- To assist with research, report preparation, and correspondence in keeping with the Committee's GCSD Board-approved work plan.
- Presenting Committee recommendations to the GCSD Board if requested to do so.

Responsibilities of the Board

- To the extent possible, the GCSD Board shall appoint Committee Members who represent the diverse profile of the community, including age groups, family types, and neighborhoods.
- The GCSD Board shall consider recommendations of the Committee to be that of the community at large.
- The GCSD Board shall strive to approve recommendations of the Committee. However, the Board reserves the right to approve, in whole or in part, to amend, or to reject any and all recommendations.

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Parks Advisory Committee
From: Claudia Marshall, Parks & Recreation Coordinator
Subject: Project Update from Quarry Park Pump Track Task Force
Date: February 3, 2020

The Pump Track Task Force and GCSD Board Directors Dye and Seaton met with SMC Supervisor Don Horsley and SMC Parks Director Nick Calderon on January 24, and presented the information below. The Pump Track Task Force will update PAC regarding the outcome of that meeting.



REQUEST FROM PUMP TRACK TASK FORCE FOR A PUMP TRACK IN QUARRY PARK



Description

A pump track is a looping trail system of dirt berms and rollers for bicycling without the rider pedaling. Riders gain speed with active pumping - up and down. It's fun for all ages and skill levels! Dirt pump tracks are very cheap to build - but riding is a lot of fun. This is a significant need in the Coastside area and there is enthusiastic community support.

Proposed location – in Quarry Park, in the open space to the left of the access road and to the right within the mowed area (see graphic below)

- Central location adjacent to parking, bathrooms, and access road
- Natural barriers on two sides, so minimal fencing (if any) needed
- Existing slight slope and open space provides excellent drainage.
- Minimum distance to water service
- Options for reuse of onsite material



Proposed local involvement and support

- Local Build team will lead, with a local contractor. Coastside Mountain Bikers and local volunteer labor will be involved on all stages working as a team.
- GCSD will enter into an agreement with the County to provide financial, liability, maintenance, and other support.

DETAILED PROPOSAL TO FOLLOW

Contact Ric Barker, Coastside Mountain Bikers (coastsideMTB@Gmail.com) or Claudia Marshall, GCSD Parks & Recreation (cmarshall@granada.ca.gov) to follow up or for more information.

Motion passed unanimously (4-0; Director Blanchard was absent) at the Jan. 16, 2020 board meeting of the Granada Community Services District.

ACTION: The GCSD board reaffirms its support for:

The creation of a community pump track in Quarry Park to meet a significant community need; GCSD's willingness to enter into an agreement for the project with the County (potentially modeled on the existing County/District median agreement); GCSD's commitment to provide funding for the design and construction of the track; a promise to involve local expertise, talent, and enthusiasm in the project; and GCSD's long-term commitment to ongoing maintenance and management of the pump track.

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Parks Advisory Committee

From: Nancy Marsh, PAC Chair

Subject: Update on Board Discussion on PAC Recommendations for Burnham Park

Date: February 3, 2020

The Burnham Park Public Workshop Report, including PAC's recommendations for next steps at Burnham Park (see report at <https://granada.ca.gov/parks>) was submitted to the Board for their November agenda. Landscape architect Steve Kikuchi was also in attendance. The Board reviewed and agree to include each of the PAC-recommended features and elements except fenced dog area in the next stage of planning for Burnham Park. See specific notes for certain items below. The Board also asked K+K to develop several ideas for Parking, noting that the workshop groups generated several creative approaches. The Board also noted their desire to meet soon with appropriate County representatives to check for any conflicts and/or advice early in the planning process (e.g. street plans, traffic advice, potential to mov overhead wires underground).

PAC Recommended Features:

- Restroom – noted the need to address hours and security
- Showers – incorporate into the restroom design; evaluate later whether planned Harbor District restroom at Surfer's Beach meets the need.
- Perimeter Trail with Fitness Stations & Interpretive Signs – must be permeable material, which could be a hard surface. Keep fitness stations simple (e.g. mainly wood). ADD internal trails.
- Fenced Off Leash Dog Area – did not favor fenced off leash area but favored park access for dogs.
- Benches – placed throughout the park
- Picnic areas with barbecues – include family and group areas
- Lawn area – not a soccer field; unstructured for mixed use; minimal water requirements. Steve noted that the entire property is a slope, so there may be grading and retaining wall considerations.
- Native Vegetation – use artfully to separate different areas with different feel.
- Plaza – small, near Portola as “entry”
- Children's Playground & Climbing Boulders – no plastic, use natural aesthetic – refer to Balboa Playground feedback
- Skate Half Pipe & Skate/Scoot/Bike park – consider submerged elements but note the water table may come into play. Include possibly rigid small bike/skate/scooter track but maintain focus on Quarry Park for large dirt track suitable for larger bikes.
- Half-Court Basketball – include in the plan but not sure of area of hardscaping required; could be “shooting court” rather than full half court.

The Board also discussed adding a Bocce area. They ruled out a multi-sport court due to the windy location. They also discussed volleyball – perhaps in future if there is a Community Center it could check out equipment which could be set up on the lawn area.

The next step is for K+K to develop a formal draft plan.

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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Parks Advisory Committee
From: Claudia Marshall, Parks & Recreation Coordinator
Subject: Review Final Winter Classes and any support needed from PAC
Date: February 3, 2020

Community Walks

Join local El Granada resident experts on a variety of walks to learn more about our Coastal birds, the history of the Harbor, a relaxing nature walk through Quarry Park, or the history of El Granada. These walks reveal a surprising story of conservation and community activism.

All walks are on Saturday morning (once a month) from 9:00 am–11:00 am

The Walks are FREE to all GCSD residents.

Ages: Anyone interested in birds and/or history is welcome. Children under 18 must be accompanied by a parent or legal guardian.

Preregistration: Required

All walks will be led by Barbara Dye, with co-leaders as shown below.

February 8 – BIRDS OF PILLAR POINT

Outstanding local naturalist Donna Pomeroy will lead this walk.

March 14 – THE HARBOR – EARLY RESIDENTS AND MARINE HISTORY

GCSD Board member Matthew Clark will co-lead this walk.

April 18 – QUARRY PARK – MIXED HABITATS AND A PRESERVATION SUCCESS

Longtime area resident Fran Pollard will co-lead this walk. Learn about the geology, trees, and wildflowers of this large park as you walk up to the quarry bowl.

May 9 – EL GRANADA HISTORY – DANIEL BURNHAM AND THE OCEAN SHORE RAILROAD

GCSD Parks Advisory Committee Chair, Nancy Marsh, will co-lead this walk.

Class Opportunities:

ADAPTIVE CYCLING FOR KIDS WITH SPECIAL NEEDS

FREE to GCSD Parents & Children, April 8, June 5, & October 16

Ages: 6–14, Parents must accompany children

Preregistration: Required for customization of cycles

Maximum 12 children with adults

BEGINNING KNITTING FOR ADULTS

Class fee \$100. Includes all materials,

Wednesdays, 6 weeks (February 5 to March 11)
10:00 am–12:00 noon.

Preregistration: Required

minimum 6, maximum 10 students

CPR/AED

Free to GCSD Residents

Preregistration: Required

Minimum 4, maximum 10 students

Two Saturday Family Classes: February 8 and March 14

10:00 am - 2:00 pm

One Thursday Adult Class: April 16

10:00 am–2:00 pm

ROSEN MOVEMENT

Class fee \$30. Tuesdays, 6 weeks (February 11 to March 17)

10:30 am–11:30 am,

Preregistration: Required

Ages 18+

Minimum 6, maximum 12 students

RUG HOOKING FOR KIDS AFTER SCHOOL

Ages: 8–11, boys and girls

Preregistration: Required

Class Fee: \$75 per student; all materials included

Mondays, 5 weeks, (February 24 to March 23)

3:00 pm–4:30 pm

Minimum 6, maximum 12 students

Go to www.granada.ca.gov/parks for more information and registration

or aim your phone

camera at this QR

code to go to our

2020 Parks &

Recreation page



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GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Parks Advisory Committee
From: Claudia Marshall, Parks & Recreation Coordinator
Subject: Confirm Next PAC Meeting Date
Date: February 3, 2020

Per the November 2019 PAC meeting minutes, the next regular PAC meeting is scheduled for Monday, May 4, 2020.

Consider moving this meeting to Monday, April 27 to accommodate Pat Tierney's out of town travel.

Will the Pump Track Task Force require special meeting(s) prior to the next regular meeting?