



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 Delia Comito at (650) 726-7093 to request copies of documents or materials related to this meeting or to request a disability-related modification or accommodation.

**Item**

**1**



## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes PARK ADVISORY COMMITTEE SPECIAL MEETING

Tuesday, May 8, 2018

### Call to Order

The Special meeting of the Park Advisory Committee was called to order at 7:06 pm.

### Roll Call

Committee Members: Pat Tierney (Chair), Nancy Marsh (Vice Chair), Susannah Cantrell, Paul Koelsch, Owen Moore, Fran Pollard, and Dale Ross.

Staff: Delia Comito (GCSD).

### GENERAL PUBLIC PARTICIPATION

Sam Herzberg, from San Mateo County Parks, mentioned that the service agreement between the District and the County had expired, and suggests PAC recommending renewal to the Board. That will allow him to continue to work with PAC and provide guidance.

### ACTION ITEMS

#### **1. Approve April 10, 2018 Meeting Minutes.**

Some changes were made to Item 5 of the minutes.

**ACTION:** Member Marsh moved to approve the minutes as amended. (Marsh/Ross). Approved 7-0.

#### **2. Consider and Approve 2018 Summer Special Events.**

Staff initiated the discussion by reporting that the District's liability insurance carrier, CSRMA (Alliant), indicated that it would not cover "high risk" events without the insurance Board's approval. The result would be to eliminate about half of the planned events such as the edible plant walk, biking, and yoga, assuming it would take some time to obtain approval. Tierney declared the problem "unacceptable," and made a recommendation to the Committee to approve the summer events and guide as is. A discussion ensued.

**ACTION:** Tierney moved to approve the 2018 Summer Special Events and guide as presented, with nine programs, and to forward the information to the Board Communications Ad Hoc Committee. (Tierney/Marsh). Approved 7-0.

Tierney added further that the removal of any events due to the lack of insurance coverage was unacceptable and frustrating, and he urged the District to resolve the problem.

**3. Consider Subcommittee Recommendations for District Newsletter and Webpage.**

The subcommittee of Tierney and Marsh reviewed the draft newsletter. The Committee held a discussion and some changes were made.

**ACTION:** Member Pollard moved to approve the newsletter with the changes discussed for final submittal. (Pollard/Koelsch). Approved 7-0.

The Committee held a discussion regarding adding links to the website, the changes needed for the summer program registration, and notification capabilities.

**ACTION:** Pollard moved to approve the webpage with the changes made to the newsletter and adding notifications. (Pollard/Marsh). Approved 7-0.

**4. Consider Possible Short-Term Lease of Cabrillo Unified School District (CUSD) EG Surplus Property.**

The Committee held a discussion regarding continued interest in pursuing a lease of the CUSD property for other recreational uses, since the Quarry Park Master Plan will include a bike pump track, which the GCSD has promised to fund. Sam Herzberg of San Mateo County expressed his interest in starting dialog with the District regarding the pump track planning.

**ACTION:** Member Marsh moved to approve recommending Board approval to pursue a short-term lease of the CUSD property for recreational use. (Marsh/Koelsch). Approved 6-0-1. Pollard abstained.

**5. Consider Approving Parks and Recreation Priorities for 2018.**

Chair Tierney reviewed the priority list provided and the committee discussed making some changes.

**ACTION: Member** Pollard moved to approve the revised priority list as discussed. (Pollard/Ross). Approved 7-0.

**6. Discuss next PAC meeting date.**

The Committee decided to hold the next meeting on 6/12/18.

**ADJOURN**

The meeting was adjourned at 9:30 p.m.

SUBMITTED BY:

APPROVED BY:

\_\_\_\_\_  
Delia Comito, District Secretary

\_\_\_\_\_  
Pat Tierney, Committee Chair

Date Approved by the Committee: June 12, 2018

**PRIORITIZED PARKS AND RECREATION NEEDS LIST  
APPROVED BY GCSD PARKS ADVISORY COMMITTEE ON 5/08/18  
For Recommendation to the Board of Directors**

- 1. Develop plans and outreach for small neighborhood park/playground in median 7 and/or 8, and submit as soon as possible.**
- 2. Explore leasing CUSD El Granada surplus property for active and/or passive recreation.**
- 3. Replace benches and picnic tables at key locations in the medians.**
- 4. Develop a trail and amenities plan for all El Granada medians, with first implementation on median #11 (Portola), as soon as possible.**
- 5. Create and implement a parks and recreation webpage on the GCSD website.**
- 6. Write a recreation-focused GCSD newsletter and have it mailed to all district residences.**
- 7. Identify and promote 6-12 short (1/2 day) special events for summer 2018 organized by the PAC and sponsored by the District.**
- 8. Support efforts towards resource protection, signage, open space, and recreational improvements on Burnham Park property.**
- 9. Liaison with County Parks on Quarry Park plan and pump track.**
- 10. Explore potential locations to develop a small disc golf course.**

**Item**

**2**

**From:** Nancy Marsh <marshdn1@gmail.com>  
**Sent:** Tuesday, June 12, 2018 12:09 PM  
**To:** Chuck Duffy  
**Cc:** Pat Tierney; Barbara Dye; David Seaton; Delia Comito  
**Subject:** Re: Parks & Rec web page - issue with Connection to Recreation section

Okay thanks!

Sent from my iPad

On Jun 12, 2018, at 9:25 AM, Chuck Duffy <[cduffy@dudek.com](mailto:cduffy@dudek.com)> wrote:

Sorry Nancy, did not realize that distinction. I will take a look at it within the hour and start the correction process.

On Jun 11, 2018, at 1:57 PM, Nancy & Deryck Marsh <[marshdn1@gmail.com](mailto:marshdn1@gmail.com)> wrote:

Hi Chuck

I've taken a look at the new web page. The static Parks and Recreation page looks pretty good. I notices that the photo of PAC is not included – maybe due to space? The main concern with that is that as a result the names of the 2018-2019 PAC members are left out. I suggest that you add, prior to “2018 agendas have so far . . .” this line:

“2018-2019 PAC members include Paul Koelsch, Owen Moore, Dale Ross, Susannah Cantrell, Pat Tierney (Chair), Nancy Marsh (Vice Chair) and Fran Pollard.”

Of greater concern is the Connection to Recreation link. It appears that the new page used the Newsletter copy rather than the copy that was written for the web (page 5-8 of the attachment). The web-specific copy included more information for each event for suitability (including the note that the Legal Counsel wanted re parents accompanying any children under 18) and critically, the meeting place for each event. In addition the section regarding how to register and to download the Waiver/Photo Release (I believe Pat supplied this at some point) is not there at all.

Pat – I opened one of the registration links, Cetaceans I think, and it has the note “this event is not for sale yet” so registration is not open.

Nancy

<FINAL DRAFT Parks and Recreation Web Page\_NRM052518.docx>





# GRANADA GAZETTE

*Get to know us. Get involved!*

Serving El Granada, Miramar, Princeton and Northern Half Moon Bay Since 1958

June 2018

## GCS D Works to Provide Parks and Recreation Services

The Granada Community Services District (GCS D) gained parks and recreation jurisdiction on October 1, 2014 for the unincorporated areas of El Granada, Miramar and Princeton by a positive vote of 60% of the voters in the District. This reorganization allows the district to provide parks and recreation services in addition to the sewer, solid waste and recycling services it currently provides to over 2,500 residences and businesses in the District.

The parks and recreation function is funded by utilizing a portion of GCS D's share of property tax revenues, not from sewer charges. GCS D's goal is to provide parks and recreation services that benefit the GCS D community, with a commitment to robust neighborhood outreach on new projects.

GCS D owns the undeveloped "Burnham Strip" property along Obispo Road between Coronado Street and Avenue Alhambra in El Granada, which may be developed as an El Granada gateway park. In 2017 an additional parcel, next to the preschool, was purchased in order to maximize the area available to develop as a park. GCS D is now beginning the process of seeking public input regarding the amenities and design of the future Burnham Park.

Additional potential park areas are a small parcel on Capistrano Road in Princeton and the medians in El Granada, which are owned by San Mateo County (SMC). GCS D and SMC completed a Permit Agreement in February 2018 which allows the District to make improvements to the El Granada Medians. GCS D may implement landscaping, seating, tree management, and active and passive recreational improvements on these properties, following an open and transparent community outreach process.

If you are interested in obtaining more information about these efforts to improve our community, please email [info@granada.ca.gov](mailto:info@granada.ca.gov) to be placed on the email list for notices and future electronic newsletters. 🌸

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*GCS D's goal is to provide parks and recreation services that benefit the GCS D community, with a commitment to robust neighborhood outreach on new projects.*

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*GCS D is beginning a planning effort for a future Burnham Park. Public input is critical to a successful project. Watch [www.granada.ca.gov](http://www.granada.ca.gov) for information about how you can get involved in the process.*

## Granada Parks Advisory Committee (PAC)

The PAC was formed by the Granada Community Services District Board of Directors to ensure community involvement in all phases of park planning, design, and development. Seven voting members are appointed by the Board to serve two-year terms. Members receive

no compensation—they are neighbors volunteering to support and benefit our community. The PAC makes recommendations regarding parks and recreation to the GCS D Board of Directors. PAC meetings are held at the

*continued on page 2*

# Connection to Recreation

For event details and registration visit our website, [www.granada.ca.gov/parks](http://www.granada.ca.gov/parks)

We are excited to present the first *Connection to Recreation*, our new guide to GCSD recreational activities offered during the summer of 2018. All these events are free! We invite you to join us and discover hidden treasures and enjoy events for all ages right outside your door in El Granada.



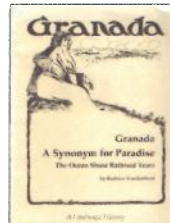
## Explorer Walk Along Deer Creek, El Granada June 30, 10am–noon

Within our community several creeks and springs flow all year round, largely hidden except at open spots where water glistens or cascades and may be seen and heard. Join walk leader and PAC member Dale Ross for a leisurely 2-hour exploration of how one of these waters, Deer Creek, co-exists with daily community life and provides wildlife habitat.



## Cetaceans, Seals and Science: For Kids July 13, 10:30am–2:30pm

Get fun scientific perspectives of two large locally occurring marine creatures, harbor seals and humpback whales, from experts at the Fitzgerald Marine Reserve. In this half day program kids will learn the life history and challenges facing these aquatic placental mammals through hands-on activities, observations, hypothesis testing, and art. Suitable for ages 6–12. *Limited space, preregistration required.*



## Walk Through History: Ocean Shore Railroad & El Granada Medians July 21, 2–4pm

Enjoy a leisurely walk through the streets of El Granada led by GCSD Board Vice President Barbara Dye. Learn about the various eras of history that resulted in the wide streets, spacious plazas, and forested medians designed by famous landscape architect Daniel Burnham. Hear about efforts by the Granada Community Services District to protect our open spaces while creating more parks for the community.



## Explorer Walk: Trees of El Granada, Legacy and Modern-Day July 28, 10am–noon

On this 2-hour walk along the medians and streets of central El Granada you'll see, and compare, legacy tree varieties (planted 1907-1916) & modern-day street trees, based on general characteristics, site conditions, and constraints. The walk will be guided by PAC member Dale Ross and guest tree docent and local Certified Arborist, Kevin Patchett.

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*PAC continued from page 1*

GCSD office at least once each quarter and are open to the public and televised. The PAC meeting schedule and



## 2018 – 2019 PAC Members

*Paul Koelsch, Owen Moore, Dale Ross, Susannah Cantrell, Pat Tierney (Chair), Nancy Marsh (Vice Chair), Fran Pollard*



meeting minutes may be found online at [www.granada.ca.gov](http://www.granada.ca.gov). 2018 PAC agendas have so far included discussion and recommendations regarding:

- Improving communications on Parks & Recreation activities in the GCSD newsletter and website at [www.granada.ca.gov](http://www.granada.ca.gov)
- Developing summer recreation programs under the banner “Connection to Recreation”
- Considering potential sites in El Granada for a bicycle pump track
- Developing a proposal for small neighborhood playgrounds on large medians in the northwest area of El Granada
- Developing a median trails proposal for all El Granada medians, including benches and picnic tables
- Participation as individuals in Quarry Park Master Plan meetings
- Setting overall priorities for 2018/2019





# Connection to Recreation



## Medians Clean-Up, El Granada August 4, 9am–noon

Help beautify our hometown and meet neighbors by joining PAC member Nancy Marsh to collect debris and trash as we walk Ave. Balboa, The Alameda, and Ave.

Cabrillo medians. Prizes for the most trash collected. Trash bags will be provided. Wear sturdy shoes and bring gloves and drinking water.



## Beginner Mountain Biking for Kids and Their Parents August 25, 11am–2:00pm

Is your child interested in learning how to mountain bike or do they already enjoy it? Join an entry-level, group mountain bike ride for kids and their parents. This activity will explore a local trail, build confidence for less experienced riders, and give parents tips on how to encourage their children to progress in biking. Suitable for ages 7 and up.

*Limited space, preregistration required.*



## Gentle Introduction to Yoga September 8, 9–10:30am

Have you ever wondered about yoga and the potential benefits of practicing it? El Granada yoga instructor Shannon Welch Moore will host a gentle class designed for all levels. Please come and join your community members for a calm and relaxing Saturday morning. If you have a foam pad or yoga mat, bring it with you. Suitable for ages 12 and higher.

*Limited space, preregistration required.*



## Edible and Medicinal Plants Walk along the EG Medians August, 11, 10am–noon

Join El Granada herbalist Suzanne Elliot for a leisurely walk on The Alameda median featuring many medicinal and edible plants.

Participants will learn about the medicinal and nutritive benefits of common weeds and native plants and how to use them in healthy meals and teas as well as helpful poultices and salves. *Limited space, preregistration required.*



## Mountain Biking Local Trails for Adults August 12, 9–11am

Come join local mountain bikers for an intermediate ride on the amazing trails in Quarry Park. They will introduce you to smooth roads and a few narrower single-track trails. Meet other local mountain bikers and find a riding buddy. You must provide your own mountain bike and helmet. Limited to: Ages 13 and older. Previous mountain biking experience required.

*Limited space, preregistration required.*



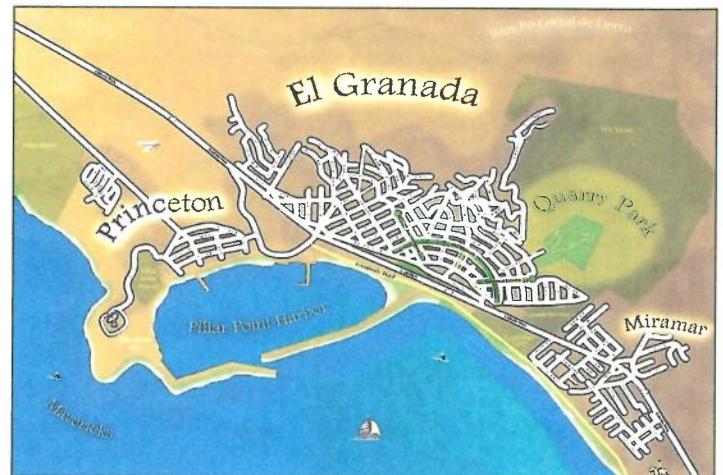
## Quarry Park Clean-Up September 9, 10–11:30am

Join PAC member Fran Pollard and local families and friends as we help out Mother Nature and our hometown by collecting debris and trash. Prizes for the

most trash collected. Trash bags will be provided. Wear sturdy shoes and bring gloves and drinking water.

Visit [www.granada.ca.gov](http://www.granada.ca.gov)  
for detailed event information and to register.

## Granada Community Services District Map





**Granada Community Services District**  
504 Avenue Alhambra, 3rd Floor  
Post Office Box 335  
El Granada, CA 94018

Presorted  
First Class  
U.S. Postage PAID  
Oakland, CA  
Permit No. 385



If you are interested in obtaining more information about these efforts to improve our community, please email [info@granada.ca.gov](mailto:info@granada.ca.gov) to be placed on the email list for notices and future electronic newsletters.

Join us for free events  
throughout El Granada. See  
"Connection to Recreation"  
inside



**Saturday, June 16 9am-1pm**

Stop by the Burnham Strip at the foot of Avenue Portola to share your opinion about the development of a park on the property. We want your input!


 Printed on recycled paper, contains PCW & is FSC certified

### Mission Statement

To protect public health and safety, preserve our environment, and maintain fiscal soundness by providing high quality service for wastewater, solid waste collection, recycling, and serving the community's needs for parks and recreation, through responsible operations and management.

### About the District

The Granada Sanitary District was formed in 1958 under the California Sanitary District Act of 1923. In October of 2014, the District was reorganized as the Granada Community Services District by a positive vote of 60% of the residents. The District is now responsible for parks, recreation, garbage and recycling services in the unincorporated areas of El Granada, Princeton, Princeton-by-the-Sea, Clipper Ridge, and Miramar. The parks function is funded by property tax revenues, not by sewer charges.

The District is also responsible for the sewage collection system and disposal for approximately 2,500 residences and businesses in the District as well as the northern portion of the City of Half Moon Bay. Garbage and recycling services are provided by Recology of the Coast under a franchise agreement with the Granada Community Services District. 



Serving the Community for 60 Years

## Granada Community Services District

504 Avenue Alhambra, 3rd Floor

Post Office Box 335

El Granada, CA 94018

Phone: (650) 726-7093

Facsimile (650) 726-7099

Office Hours:

9:00 a.m.–12:30 p.m. 1:30 p.m.–5:00 p.m.

[www.granada.ca.gov](http://www.granada.ca.gov)

### Staff:

**General Manager—Chuck Duffy**

**Assistant General Manager—Delia Comito**

**Administrative Assistant—Genevieve Saxton**

### Board of Directors:

**Leonard Woren—President**

**Barbara Dye—Vice**

**President**

**Matthew Clark**

**James Blanchard**

**David Seaton**

**Item**

**3**

Event

# Gentle Introduction to Yoga



Event Dates

Event Location

Saturday, September 8, 2018  
from 9:00 AM to 10:30 AM  
(PDT)

El Granada Elementary School  
El Granada CA

Payment Status

Free Order

Order Info

Order #783733599. Ordered by Mark Battles on June 11, 2018 5:29 PM



General admission

783733599976075371002



783733599976075371002

**Eventbrite**

**Do you organize events?**

Start selling in minutes with Eventbrite!

[www.eventbrite.com](http://www.eventbrite.com)

783790854976146240001



Event

# Edible and Medicinal Plants Walk along the El Granada Medians



Event Date

Location

Saturday, August 11, 2018 from 10:00 AM to 12:00 PM (PDT)

504 Ave Alhambra  
Meet outside the district office  
El Granada, CA 94019

Payment Status

Free Order

Order Info

Order #783790854. Ordered by Addison LeBlanc on June 11, 2018 9:00 PM

Join

Admission



## Event Information:

Thanks for registering for the Edible and Medicinal Plants Walk along the El Granada Medians, August 11, 10am-12pm. Please bring a hat, drinking water and walking shoes. Suitability: Ages 12 and over. Children under 18 must be accompanied by a parent or legal guardian. Meet: Sidewalk outside 649 The Alameda, in El Granada.



783790854976146240001

Regards,

Granada Community Services District  
(650) 726-7093

**Eventbrite**

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.com](http://www.eventbrite.com)

**Item**

**4**



GRANADA COMMUNITY SERVICES DISTRICT  
PARK ADVISORY COMMITTEE

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MEMORANDUM

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To: Members of the Committee  
From: Delia Comito  
Re: Tasks for Special Event on Saturday, June 16, 2018  
Date: June 12, 2018

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The District will be holding a special event this coming Saturday at the future *Burnham Park*, which is being organized by Director Barbara Dye. I anticipate that Director Dye will attend the PAC meeting tonight, to explain what help is needed.

FYI, in addition to the fliers posted around town, the Half Moon Bay Review indicated they will have a blurb, or something written, in Wednesday's paper regarding the event.

**Item  
5**



## GRANADA COMMUNITY SERVICES DISTRICT

*Board of Directors*

*Leonard Woren, President*

*Barbara Dye, Vice President*

*Jim Blanchard, Director*

*Matthew Clark, Director*

*David Seaton, Director*

June 11, 2018 **(DRAFT)**

Sam Herzberg, Senior Planner  
San Mateo County Parks Department  
455 County Center, 4<sup>th</sup> Floor  
Redwood City, CA 94063

**Re: Quarry Park Master Plan**

Dear Sam,

As approved by the District Board of Directors on April 19, 2018, this letter is sent to affirm the District's pledge to provide funding for an appropriately located bicycle pump track in Quarry Park. Parks and recreation is a vital and essential public service, and we appreciate the opportunity to partner with the County of San Mateo to help meet the recreational needs of the community.

I look forward to meeting with you soon to discuss the District's and the Park Advisory Committee's future involvement in the planning process.

Sincerely,

DELIA COMITO  
Assistant General Manager

**Item**

**6**

GRANADA COMMUNITY SERVICES DISTRICT  
PARK ADVISORY COMMITTEE

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MEMORANDUM

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To: Members of the Committee  
From: Delia Comito  
Re: Concept Design Plans for Medians 7 and 8  
Date: June 12, 2018

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FYI, the attached proposal from Kikuchi + Kankel will be presented to the District Board of Directors at the June 21, 2018 meeting.

**dcomito@granada.ca.gov**

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**From:** Steven Kikuchi <skikuchi@kkdesigngroup.com>  
**Sent:** Thursday, May 31, 2018 5:51 PM  
**To:** Barbara Dye; Chuck Duffy  
**Cc:** Leonard Woren; Tom Conroy; Delia Comito  
**Subject:** El Granada Medians  
**Attachments:** El Granada Medians 7 & 8 DP.pdf; Untitled attachment 00017.htm

Hi Chuck, Barbara,

Please find attached our proposal for the Medians Concept Designs. Now knowing that not much existing survey base information is available, we have allocated about 5 hours of our time coordinating the acquisition of a complete topo survey. If some additional information is discovered before we commence our process, please let us know and we can make adjustments to our work scope. From some initial discussions with potential surveyors, it may take between 1-1/2 to 2-1/2 months to acquire the survey.

Our process in developing the Concept Designs will be very similar to that of Burnham Park. We have allocated for a Site Constraints Map, 2-3 Concepts, a couple of meetings, and design refinements. IF we happen to combine meetings or presentations with Burnham Park, there could be some cost savings.

At this time we do not think that it is appropriate to provide a proposal for the next step in the Design Phase with Burnham Park. I think once we have full input from the June 16th event, we will be able to better gauge the continuation of the process and its related efforts.

Please feel free to call if you have any questions. As discussed, we are comfortable with implementing this work as a change order or "additional services" to our original agreement.

Thanks,

Steve

Steve Kikuchi, ASLA, Principal

Kikuchi + Kankel Design Group  
Landscape Architecture  
Site Planning  
Environmental Design

730 Mill St.  
Half Moon Bay, CA 94019  
PH (650) 726-7100

[www.kkdesigngroup.com](http://www.kkdesigngroup.com)  
[skikuchi@kkdesigngroup.com](mailto:skikuchi@kkdesigngroup.com)



Kikuchi+Kankel Design Group

Landscape Architecture  
Environmental Design  
Site Planning

May 31, 2018

Chuck Duffy, General Manager  
Granada Community Services District  
504 Avenue Alhambra, Third Floor  
El Granada, CA 94018

RE. El Granada Balboa Ave Medians 7 & 8  
Landscape Architectural Services - Conceptual Design Phase

Dear Chuck,

Thank you for the continued opportunity to provide design services for the GCSD. We appreciate the time that Leonard, Nancy and Pat took to walk the medians with us and to explain the design program and opportunities

Please find below an outline of our Conceptual Design services, broken down into tasks and deliverables:

## CONCEPTUAL DESIGN PHASE

### 1. Tasks:

- A. Project Research: Collect base data, define scope of and solicit on behalf of GCSD for a topographic and boundary survey, conduct a site reconnaissance, photo documentation, and check applicable San Mateo County codes.
- B. Analysis: Synthesize existing data and evaluate prior to commencing design.
- C. Concept Development: Develop 2-3 site concepts along with plan graphics suitable for preliminary review. Scope of design as expressed during our walk through and the provided previous "2016 Concepts".

- D. Meeting Presentations: Preparation of plan graphics and presentation format for 2 meetings/hearings: Present to Parks Committee and GCSD Board Meetings.
- E. Miscellaneous: Administration, coordination, clerical services.

**2. Deliverables**

- A. Site Analysis and Constraints Map: indicating physical, environmental or legal constraints such as setbacks, easements, utilities, severe slopes, existing trees, neighborhood impacts, traffic, prevailing winds, solar orientation, etc. and their resultant design constraints. Consolidated photo images of existing site and adjacent conditions and constraints.
- B. Concept Plans and Graphics: 2-3 Concept Design Plans indicating options and approaches for the layout of use spaces, activities, pathways, plant material species and types.
- C. Design Images: Photos and images of options for paving materials, furniture, plant material, park equipment or other design related images
- D. Refined Concept Plan(s) and Graphics: In response to Parks Committee meeting
- E. Meetings Presentation Material: Provisions for presentation of Concept Plan graphics in the format of choice (Power Point style or graphic boards)

We offer these services on an hourly basis for only the actual time expended by our staff personnel, with a maximum amount of. . . \$11,800.00

- 3. Excluded Services:** The following services are specifically excluded from this proposal's work scope. These services may be available in the future upon request.
- A. Boundary and Topographic Survey Maps costs (to be contracted directly with GCSD)
  - B. Water Well hydrology studies or investigations
  - C. Preliminary Design Plan: refinements beyond Concepts as outlined
  - D. Graphics: 3-D models or sketches, supplemental architectural models, or photo simulations
  - E. Cost Estimates: Estimates of construction costs
  - F. Additional Meetings beyond the outlined scope (hourly, approximately \$300/one hour meeting)
  - G. Community outreach and surveys



- H. Agency Processing: Submittals and approvals from the County of San Mateo, Coastal Commission,
- I. Additional Studies or Reports: Such as geotechnical investigations, biological reports, utility under grounding or environmental studies
- J. Construction and Bid Documents
- K. Construction Administration

We propose to invoice monthly for these services on a time and materials basis per our Fee Schedule, with the above total as a maximum fee. Please note that these services are limited to the above work scope and specifically do not include other phases of services not listed. Major revisions to the project scope or program or other revisions beyond the control of the Landscape Architect shall be Additional Services invoiced on an hourly basis.

#### **Fee Schedule**

Principal time	\$160.00 / hr.
Associate time	\$125.00 / hr.
Project Manager time	\$110.00 / hr.
Draftsman time	\$95.00 / hr.
Clerical time	\$65.00 / hr.
Reimbursable expenses:	
Reproductions, postage, delivery	at cost plus 10% handling

Printing and reproduction costs are reimbursable expenses as noted. Billings shall be submitted monthly for the time expended and are due within 25 days or subject to a 1-1/2% interest charge. Kikuchi + Kankel Design Group currently maintains insurance limits of \$1 million general liability and professional liability.

If you have any questions as to the scope of our services and fees, please do not hesitate to call. If you find our proposal acceptable please sign and return one copy as authorization to proceed.

Sincerely,

Agreed and Authorized to  
Proceed:  
Conceptual Design Phase only



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Steven T. Kikuchi, A.S.L.A.  
California Registration no. 2005  
President, Sr. Principal

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Chuck Duffy, General Manager

Date: \_\_\_\_\_

**Item**

**7**

## **Median Trails Master Plan Draft (4/11/2018)**

### **Tasks**

[The] Median Trails Master Plan must include:

1. A discrete plan for each of the 24 medians, including trail, landscape and seating designs, to enable selective improvement of each median based on priorities and time frames to be determined in the future and subject to GCSD Board approval, applicable permit acquisition and build-out contract timelines.
2. Robust community outreach regarding alternatives for improvements on each median, which may include formal community meeting(s) as well as informal and visible outreach event(s).
3. Evaluate picnic table and bench location opportunities and recommended materials. Note: Barbecue grills are not allowed, per the Median Use Permit from SMC.
4. Identify trail access improvements including possibility of single track and multi-use trails on the medians as well as ADA access.
5. Identify pedestrian and bicycle crosswalk improvements needed for safety and visibility by drivers.
6. Develop a system of recommended signs for wayfaring and recommendations for interpretive themes for future signage to be developed.
7. Identify how the medians, including low maintenance landscaping, can play a role in addressing street drainage for storm water benefits.
8. Discrete cost estimates for trail, landscape and seating improvements for each of the 24 medians, to support selective implementation.
9. Evaluate the potential and estimate costs for passive and active recreational options on a select few medians, where suitable and well-supported by community outreach. Refer to SMC El Granada Medians Use Permit for permissible activities.
10. Certified arborist report for each of the 24 medians that evaluates the health of the trees, any hazard abatement need for public safety including tree removal and limb removal, and recommended ongoing tree management and maintenance practices, including recommended selection of future native drought tolerant trees, tree spacing standards and strategies for financially efficient operation of the medians' overall forest.
11. Assistance in securing Coastal Development Permits and Grading and Tree Removal and Tree Maintenance Permits from SMC Planning Department
12. Final presentation of the Median Trail Master Plan alternatives, arborist report, tree management proposal and plan to secure needed permits

## El Granada Median Trails Master Plan Project Request for Proposals

### Background

El Granada's unique concentric-circle street layout was designed by the influential architect and city planner Daniel Burnham. Burnham's plan for El Granada was commissioned by the Ocean Shore Railroad which developed El Granada as a seaside "resort" for visitors from San Francisco after the 1906 earthquake. The street layout includes several broad avenues featuring wide medians, originally intended as a trail system throughout the resort (see attached Medians Map).

Granada Community Services District (GCSD), previously the Granada Sanitary District, gained park and recreational jurisdiction in the unincorporated areas of El Granada, Miramar and Princeton by voter approval effective October 1, 2014. This reorganization allows the district to provide park and recreation services in addition to the sewer and garbage services it currently provides to ratepayers. The parks and recreation function is funded by utilizing a portion of GCSD's share of property tax revenues.

Following the reorganization of GCSD, a Granada Park Advisory Committee (GPAC) was established to provide the GCSD Board guidance on future park improvements. GCSD's goal is to provide parks and recreation services to Miramar, El Granada and Princeton, with a commitment to leveraging robust community outreach to develop and implement projects benefitting GCSD residents.

In 2015, GCSD completed a "Community Interest and Opinion Survey for Local Parks and Recreation Facility Priorities." Summary of Key Findings relevant to this RFP:

- 76% of the entire GCSD Community<sup>1</sup> and 81% of respondents from El Granada indicated *Yes or Maybe*, the median strips in El Granada should be improved
- Unpaved Paths/Trails are preferred over Paved Paths/Trails
- Additional community outreach suggested that residents value the rural and natural look and feel of the medians, and strongly prefer natural soil, crushed granite or wood chip trail surfaces to paved surfaces.

In early 2016, a Request for Proposal (RFP) for "El Granada Median Projects" was put out to bid in partnership with San Mateo County (SMC) Parks Department. The RFP was put on hold while GCSD rights to improve the El Granada medians, which are owned by SMC, were negotiated with SMC. SMC and GCSD have now agreed on a Use Permit for the El Granada Medians (attached) which stipulates approved uses and accountability/liability for maintaining recreational improvements made by GCSD. The agreement also specifies that GCSD is responsible for tree maintenance in areas where GCSD has made improvements, but SMC retains responsibility for hazardous tree removal and ongoing tree maintenance on other medians which have no GCSD improvements. The Parks and Recreation consulting contract between GCSD and SMC Parks ended in June, 2017. **At their \_\_\_\_\_ meeting, the GPAC has**

<sup>1</sup> Entire GCSD Community includes Clipper Ridge, El Granada, East and West Miramar and Princeton

recommended to the GCSD Board that they now develop a Median Trails Master Plan for all 24 Medians. The PAC's recommendation was approved by the GCSD Board at the meeting. [tbc]

### Scope of Work

The GCSD is seeking a Landscape Architecture firm (Consultant) to assist with median improvement designs for 24 medians (see attached Medians Map). We need the help of a professional design firm to provide a conceptual site plan for each median, including trails, landscaping and seating and to propose, where suitable to the space and supported by community outreach, a small number of recreational options for specific medians. The planning process must include robust community outreach as well as tree management planning. The Consultant would have primary responsibility for planning and conducting community outreach to scope the project and identify preferred alternatives, with assistance from GPAC. The Consultant must produce all presentation materials, which may include posters, email blasts, power-point slides, etc. The final Project Plan alternatives and costs must be presented to the GCSD Board and GPAC within 180 days of granting the contract.

### Tasks

This Median Trails Master Plan must include:

1. A discrete plan for each of the 24 medians, including trail, landscape and seating designs, to enable selective improvement of each median based on priorities and time frames to be determined in the future and subject to GCSD Board approval, applicable permit acquisition and build-out contract timelines.
2. Robust community outreach regarding alternatives for improvements on each median, which may include formal community meeting(s) as well as informal and visible outreach event(s).
3. Evaluate picnic table and bench location opportunities and recommended materials. Note: Barbecue grills are not allowed, per the Median Use Permit from SMC.
4. Identify trail access improvements including possibility of single track and multi-use trails on the medians as well as ADA access.
5. Identify pedestrian and bicycle crosswalk improvements needed for safety and visibility by drivers.
6. Develop a system of recommended signs for wayfaring and recommendations for interpretive themes for future signage to be developed.
7. Identify how the medians, including low maintenance landscaping, can play a role in addressing street drainage for storm water benefits.
8. Discrete cost estimates for trail, landscape and seating improvements for each of the 24 medians, to support selective implementation.
9. Evaluate the potential and estimate costs for passive and active recreational options on a select few medians, where suitable and well-supported by community outreach. Refer to SMC El Granada Medians Use Permit for permissible activities.
10. Certified arborist report for each of the 24 medians that evaluates the health of the trees, any hazard abatement need for public safety including tree removal and limb removal, and

recommended ongoing tree management and maintenance practices, including recommended selection of future native drought tolerant trees, tree spacing standards and strategies for financially efficient operation of the medians' overall forest.

11. Assistance in securing Coastal Development Permits and Grading and Tree Removal and Tree Maintenance Permits from SMC Planning Department
12. Final presentation of the Median Trail Master Plan alternatives, arborist report, tree management proposal and plan to secure needed permits

**Duration**

Work is to be completed within **180 days** of awarding a contract.

Attachments:

- El Granada Medians Map
- SMC Medians Use Permit

**Item**

**8**



### MAY 2018

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### JULY 2018

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### DECEMBER 2018

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END

Scheduled PAC Meetings

GCSD Regular Meetings (Third Thursday of the month)

Holidays - Office Closed

Recycle Drop-off Days