



## GRANADA COMMUNITY SERVICES DISTRICT

# PARK ADVISORY COMMITTEE REGULAR MEETING AGENDA

Tuesday, August 6, 2019 at 7:00 p.m.

The Parks Advisory Committee (PAC) serves the GCSD 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:** GCSD Meeting Room, 504 Avenue Alhambra, 3<sup>rd</sup> Floor, 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, GCSD 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**

	<b><u>EST. TIME</u></b>
1. Approve 04/02/19 Meeting Minutes.	5 mins.
2. Introduce New Parks & Recreation Coordinator.	5 mins.
3. Review Status of Summer Recreation Programs.	10 mins.
4. Discuss Draft Community Parks & Recreation Survey and GCSD Board Park Committee's Public Outreach Plan for Burnham Park.	45 mins.
5. Report/Discuss Status of GCSD Advocacy for Pump Track at Quarry Park.	20 mins.
6. Report/Discuss Meeting with El Granada Elementary School Principal Regarding Possible GCSD Contribution to Upgrade Recreation Facilities.	10 mins.
7. Discuss content ideas for next newsletter and web page update	10 mins.
8. Discuss Future Agenda Items and Confirm Next PAC Meeting Date.	5 mins.

### **ADJOURN**

**EST. 8:50**

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 GCSD 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** **PARKS ADVISORY COMMITTEE** **REGULAR MEETING**

April 2, 2019

### **CALL TO ORDER**

The Special meeting of the Park Advisory Committee was called to order at 7:00 pm.

### **ROLL CALL**

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

Staff: Delia Comito

### **PUBLIC COMMENTS**

Resident Jean Knight stated her support for small parks needed in the community for children, and her hope for others to support the need as well. She also suggested the consideration of using Daniel Burnham's plan when developing the future Burnham Park.

### **ACTION ITEMS**

**1. Report on Selection Process and Appointment of New Committee Member.**

Committee Members introduced themselves during the Roll Call, and new member Barker summarized his background in the community.

**2. Approve 02/04/19 Meeting Minutes.**

**ACTION:** Member Tierney moved to approve the minutes as presented. (Tierney/Pollard). Approved 7-0.

**3. Review Status of Summer Recreation Programs and Finalize Connection to Recreation Guide.**

Chair Marsh reported on the meeting held with the Board Ad Hoc Communications Committee (Directors Dye and Seaton) to review the recreation guide to be mailed with the District's newsletter. The updated guide with a detailed list of the programs to be offered was distributed for review and discussion. The Committee discussed the promotional plan, and agreed that publishing an ad in the HMB Review and posting program advertising on social media was a must. Staff will serve to post program notifications at ten days and five days prior to the program being held. Member Tierney suggested the need for greater staff involvement in future years for the program's success. A discussion ensued.

**ACTION:** Member Tierney moved to approve a proposal to the Board to hire additional staff to support, coordinate, and manage the recreation program, which would include program development, vendor management, communications, and promotion of summer recreation programs. (Tierney/Pollard) 6-0-1 (Barker abstained)

**4. Review Final Draft Spring 2019 Newsletter and Webpage Updates.**

The draft webpage was distributed for discussion, and the Committee considered several updates, improvements, and decided more pictures should be added. Chair Marsh will incorporate the edits discussed, and the updated webpage will be redistributed to PAC Members by the end of the week.

**5. Review and Discuss Approved PAC Work Plan.**

The Committee reviewed the PAC Work Plan approved by the Board on 2/21/19. The numbered priorities that were approved by the Board as submitted by PAC were as follows:

2. Identify, write brochure, and promote a 2019 Summer Recreation Program.
3. Maintain the parks and recreation webpage on the GCSD website, and provide recreation-focused information for quarterly e-newsletter.
5. Work with Cabrillo Unified School District to improve existing facilities.
6. Advocate for a pump track to be built in Quarry Park.

Two priorities were revised by the Board, one relating to the planning of Burnham Park, and the other regarding median #11 and an overall median trails plan. For this discussion, Chair Marsh distributed a list of tasks for the Median Trails Master Plan.

The Committee held a discussion regarding the approved Work Plan, and options to improve public outreach. The Committee agreed that a PAC sub team of Marsh, Tierney and Dragony will draft a community survey proposal to be reviewed at the next Board meeting.

Chair Marsh recapped the past efforts and results of PAC's consideration to develop the medians, and proposed where PAC's future efforts should be focused. Member Tierney voiced his concern about the controversy among the residents over possible median development, and stated that he would no longer be supportive of a median trails plan. The Committee held a discussion on where to best direct their energy, with a goal to produce tangible results.

**ACTION:** Tierney moved to approve recommending focusing on the funding of Burnham Park and development of a community center, and to defer investment in developing a median trails plan.  
(Tierney/Dragony). Approved 7-0.

The Committee held a discussion regarding the improvement of recreation facilities at the El Granada Elementary School. Member Barker noted that access is limited to weekends due to the school activities. Members Barker/Marsh agreed to follow up with El Granada Elementary School regarding possible collaboration.

The Committee briefly discussed the status of a potential Pump Track at Quarry Park and noted that they are waiting for the Quarry Park Master Plan.

**6. Discuss Future Agenda Items and Confirm Next PAC Meeting Date.**

The Committee agreed on August 6<sup>th</sup> to hold the remaining regular PAC meeting in 2019.

**ADJOURN**

The meeting was adjourned at 9:15 p.m.

SUBMITTED BY:

APPROVED BY:

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

\_\_\_\_\_  
Nancy Marsh, Chair

Date Approved by the Committee: August 6, 2019





**ITEM #2**



## Claudia A. Marshall

PO Box 746  
Half Moon Bay, California 94019  
tel: 650 888-7214  
email: marshall94019@gmail.com

### **Present**

Marshall has had an extensive background in technology and education. She is a life long artist and has created well over one hundred commissioned portraits of children and pets, prized by families throughout the country. Her employment experience includes:

**Owner** of The Wine Bar Half Moon Bay, a magical venue which brought together fine California wines, local musicians and celebrated local artists.

**Founder and president** of Windy Hill Productions, Inc., an early childhood learning company dedicated to creating and producing interactive musical literacy programs for non-reading children. The award winning, "Menlo the Frog – A Musical Fairy Tale" CD-ROM series enjoyed worldwide distribution, as well as translation and distribution into the Japanese market.

**General Partner** of the HM Group, Inc. (now Horn Productions), a film production company

**Free-lance Marketing Communications Consultant** for a number of high-tech companies including, Sun, Solaris, Network Equipment Technologies, Candescant Technologies and Network Associates.

**Vice president, Marketing Communications** for Boole & Babbage, Inc. (developer of mainframe systems software)

**Software Product Manager**, Four-Phase Systems, Inc. (now part of Motorola).

As part of her technology industry career, Marshall taught high level programming skills throughout her career at Four-Phase Systems. She also built and managed staffs up to 40 people, including product marketing, marketing communications and technical development personnel.

Marshall holds a secondary teaching certificate, BA degree from Baldwin-Wallace University, and has completed executive management studies at Stanford University's Graduate School of Business in the Strategic Marketing Executive Program.

Over the past thirty plus years, Marshall has also devoted time to a number of community services and organizations, including the San Francisco Zoo, and as a charter member of the Trinity Family Institute Auxiliary, which supports toddler and early learning development programs. During an eighteen year tenure, ending in 2007, Marshall was elected and served the Town of Woodside as an appointed member and chair of its Architectural Site & Review Board.

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**ITEM #3**



Event	Date	Status	Tickets Sold	Tickets Available
Introduction to Shoreline Coastal Clams and Fish	8/4/2019	Live	10	5
Tot Lot Jumpers	8/17/2019	Live	1	29
Introduction to Adaptive Cycling for Kids with Special Needs	9/7/2019	Live	2	0
ON HOLD - Mountain Biking Ride Group for Adults	5/9/2019	Draft	0	50
ON HOLD - Bridge Group	6/4/2019	Draft	0	50
ON HOLD - Archery Camp	6/17/2019	Draft	0	20
ON HOLD - Concert in the Park	7/6/2019	Draft	0	100
Learn To Surf Camp - For Kids	7/9/2019	Draft	0	20
Edible and Medicinal Plants Walk along the El Granada Medians	8/11/2018	Past	7	18
Mountain Biking Local El Granada Trails for Adults	8/12/2018	Past	1	24
Beginner Mountain Biking for Kids and Their Parents	8/25/2018	Past	0	25
Gentle Introduction to Yoga	9/8/2018	Past	3	27
Rosen Movement for Older Adults	Repeating Event	Past	0	15
CPR AED and First Aid Class	5/18/2019	Past	7	5
Walk Through History; Ocean Shore Railroad and El Granada	6/8/2019	Past	10	5
Tot Lot Jumpers	6/15/2019	Past	3	27
Family Dog Training	6/19/2019	Past	0	15
History of Creating and Preserving Quarry Park and Our Small Town	6/29/2019	Past	3	17
Teen Girls Introduction to Sailing	7/14/2019	Past	0	15
Learn To Sail Camp For Youth	7/15/2019	Past	0	25
Coastal Trail History Walk	7/20/2019	Past	9	11
Guided Family Hike in Spanish at Rancho Corral de Tierra Park	7/27/2019	Past	11	19





**ITEM #4**





## Granada Community Services District Parks & Recreation Community Interest and Opinion Survey

**Please complete and return this important survey in the enclosed self-addressed stamped envelope or respond online at [\[url, QR code\]](#) by \_\_\_\_\_**

You must be at least 18 years old to respond; one response per household please.

**[Online question only]** Would you prefer the survey in English ([link](#)) or Spanish ([link](#))?

To request this survey by mail in Spanish, please send a request to [info@granada.ca.gov](mailto:info@granada.ca.gov) or call GCSD at (650) 726-7093.

### Part I: Burnham Park

The Burnham Strip is seven acres of vacant land located in lower El Granada, between Obispo Road and Cabrillo Highway (Hwy 1). A portion of the parcel is currently used as a parking lot, mostly by visitors to Surfer’s Beach. The Granada Sanitary District purchased the property from the San Mateo County Harbor District in 2011 for an underground storage project. After GCSD became a Community Services District with Parks and Recreation powers in 2014, the GCSD Board initiated development of a proposal to create a community park on this land. We would like to get your input and to hear your ideas on the future Burnham Park.

1. How important is a community park along the Burnham Strip to you and your family?  
Very Important\_\_\_\_ Important\_\_\_\_ Not Important\_\_\_\_ Not Needed\_\_\_\_
2. Indicate your household’s level of agreement to including any of the following amenities into Burnham Park:

Agree	Disagree	No Opinion	Amenity
			ADA Accessible Trails and Activities
			Art, such as sculpture, sundial
			Barbecues
			Benches
			Bocce
			Dog Park (off leash)
			Half-Court Basketball (requires partial high fence)
			Horseshoes
			Interpretive Signs, such as nature, history
			Lawn Area

Agree	Disagree	No Opinion	Amenity
			Native Vegetation
			Ocean Views
			Outdoor Showers
			Parcours (fitness circuit)
			Pet Waste Stations
			Picnic area – family
			Picnic area – groups
			Playground (requires low fence)
			Plaza
			Quiet Area
			Restrooms
			Small Amphitheatre
			Skate Park (small, below grade)
			Skate Ramp (existing)
			Parking Lot Size:
			same size as the current dirt lot
			smaller than the current dirt lot
			larger than the current dirt lot
			no parking lot – street parking only
			Parking Lot Type:
			parking for a fee
			gravel parking lot
			paved parking lot
			leave it as is (unimproved dirt lot)
			Trails:
			Internal Park Trails - Paved
			Internal Park Trails - Unpaved
			Perimeter Trail - Paved
			Perimeter Trail – Unpaved
			Other (describe):
			Other (describe):

3. Additional comments about the proposed Burnham Park:

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**Part II: Summer Recreation**

**GCSD provides parks and recreation services to the unincorporated areas of Princeton, El Granada, Clipper Ridge/Princeton-by-the-Sea and Miramar. We would like to have your input on what local recreation activities may be of interest to your household.**

4. Have you ever seen information or heard about the summer recreation programs offered by the GCSD?

Yes \_\_\_\_\_ How did you learn about GCSD Summer Recreation? \_\_\_\_\_  
 No \_\_\_\_\_

5. If members of your household have never registered for a summer recreation program offered by GCSD, why haven't you? (If you have, skip to #6)  
 Haven't heard of them \_\_\_\_\_ Offerings haven't met our needs \_\_\_\_\_ Not interested \_\_\_\_\_  
 Other (describe) \_\_\_\_\_

6. Indicate your household's level of interest in participating in the following possible recreation activities offered in the local area and organized by GCSD:

Very Interested	Interested	Not Very Interested	Not At All Interested	Amenity
				Acoustic Concert in the Park
				Ballroom Dancing
				Bridge Club
				CPR, AED and/or First Aid Class
				Coastal Clean-Ups
				Dog Training Classes
				Environmental Education Walks
				Interpretive History Walks (such as Ocean Shore Railroad, El Granada, Quarry Park, Coastal Trail)
				Mah-Jong Club
				Mountain Biking - Youths
				Mountain Biking - Adults
				Nature Walks/Hiking
				Outdoor Programs for Special Needs Youths
				Rosen Movement Class (increases flexibility and energy)
				Sailing Camp for Youth
				Skateboarding Camp
				Skateboard Art Camp
				Spanish Language Outdoor Programs
				Sport Fishing
				Surfing Camp for Youth
				Swimming Lessons
				Tot Lot Jumpers (inflatable bounce houses for young kids)
				Zumba Gold for Seniors
				Yoga
				Other (describe):
				Other (describe):

7. Additional comments about summer recreation:

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**Part III: Community Recreation Center**

**GCSD has heard members of the public expressing interest in having a small local Community Recreation Center.**

8. In your opinion, how important is a small Community Recreation Center near central El Granada?  
 Very Important \_\_\_\_ Important \_\_\_\_ Not Important \_\_\_\_ Not Needed \_\_\_\_

9. How important would each of the following elements / features be for a small Community Recreation Center in El Granada?

Very Important	Important	Not Very Important	Not Needed	Amenity
				Basketball Court
				Childcare room
				Craft Room (such as pottery, painting)
				Event space
				Fitness Room
				Large multi-purpose room
				Pickle Ball Court
				Small meeting room
				Swimming pool
				Tennis Court
				Other (describe):
				Other (describe):

**General Information and Demographics: This section will help us understand the make-up of our community, to aid current and future planning.**

10. Do you feel there are sufficient public park and playground areas within our community?  
 Yes \_\_\_\_ No \_\_\_\_ Comment: \_\_\_\_\_

11. How often do you and members of your household travel to parks outside of the local area for recreational facilities or activities not provided locally?  
 Frequently \_\_\_\_ Often \_\_\_\_ Occasionally \_\_\_\_ Seldom \_\_\_\_ Never \_\_\_\_

12. If only ONE park and recreation project could be accomplished in the next five (5) years, which of the following projects should be undertaken? (Check only one)  
 Burnham Park in El Granada \_\_\_\_ Small Community Recreation Center \_\_\_\_ Children’s Playground \_\_\_\_

13. On average, how frequently do you and members of your household visit each local park?

Check most appropriate answer for each park	Frequently (weekly)	Often (monthly)	Occasionally (1+ x a year)	Seldom	Never	Do Not Know About It
Coastal Trail						
Mirada Surf West						
Quarry Park						
Clipper Ridge Park						

14. In which Neighborhood do you live?

\_\_\_ Clipper Ridge (Princeton-by-the-Sea)    \_\_\_ El Granada    \_\_\_ Miramar    \_\_\_ Princeton

15. How many years have you lived here?

\_\_\_ Less than 1    \_\_\_ 1-5    \_\_\_ 6-10    \_\_\_ 11-15    \_\_\_ 15 – 25    \_\_\_ 26 years or more

16. Including yourself, list the number of persons in your household by age group:

___	___	___	___	___	___	___	___	___	___
0-1	2-5	6-11	12-14	15-18	19-24	25-39	40-55	56-74	75+
year	years	years	years	years	years	years	years	years	years

**Would you like to be entered into a drawing for a \$75 gift card to Spangler’s Market for completing this survey? Only one person per household may enter.**

Yes \_\_\_ No \_\_\_ If yes, provide the following:

Name \_\_\_\_\_ e-mail address: \_\_\_\_\_

**If you would like to be added to the e-mail list for GCSD Parks & Recreation information, please provide your:**

Name: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Street Address: \_\_\_\_\_

**This concludes the survey. Your response is important to GCSD – thank you!**

Return this survey: By mail using the postage-paid, return mail envelope provide or by sending to Granada Community Services District, P.O. Box 335, El Granada, CA 94018,

**OR** in person by bringing your survey to the GCSD office located in the Harbor Vista Building, 504 Alhambra Avenue, 3<sup>rd</sup> Floor, Monday through Friday between 9:00am and 5:00pm.





**ITEM #5**



**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS ADVISORY COMMITTEE**

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**AGENDA MEMORANDUM**

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To: Committee Members

From: Claudia Marshall, GCSD Recreation Coordinator

Subject: Report/Discuss the Status of GCSD Advocacy for Pump Track at Quarry Park

Date: August 6, 2019

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**ITEM #6**



**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS ADVISORY COMMITTEE**

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**AGENDA MEMORANDUM**

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To: Committee Members  
From: Claudia Marshall, GCSD Recreation Coordinator  
Subject: Report/Discuss Meeting with El Granada Elementary School Principal  
Regarding Possible GCSD Contribution to Upgrade Recreation Facilities.  
Date: August 6, 2019

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**ITEM #7**



**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS ADVISORY COMMITTEE**

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**AGENDA MEMORANDUM**

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To: Committee Members  
From: Claudia Marshall, GCSD Recreation Coordinator  
Subject: Discuss Content Ideas for the Next Newsletter and Web Page Update.  
Date: August 6, 2019

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**ITEM #8**



**GRANADA COMMUNITY SERVICES DISTRICT  
PARKS ADVISORY COMMITTEE**

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**AGENDA MEMORANDUM**

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To: Committee Members  
From: Claudia Marshall, GCSD Recreation Coordinator  
Subject: Discuss Future Agenda Items and Confirm Next PAC Meeting Date.  
Date: August 6, 2019

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# 2019 MEETING CALENDAR

PAC Meetings Held

Next Scheduled PAC Meeting

GCSD Meetings

January 2019						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

August 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				