



GRANADA COMMUNITY SERVICES DISTRICT

PARKS ADVISORY COMMITTEE REGULAR MEETING AGENDA

Tuesday, November 5, 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, 3rd 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

EST. TIME

- | | |
|---|----------|
| 1. Approve 08/06/19 Meeting Minutes. | 5 mins. |
| 2. Discuss Burnham Park Workshop – what went well, what to improve, possible advice to Board on next steps. | 25 mins. |
| 3. Project Update of Quarry Park Pump Track Task Force. | 15 mins. |
| 4. Discuss the addition of the proposed Mission Statement. | 15 mins. |
| 5. Discuss the proposed winter classes and potential instructors. | 30 mins. |
| 6. Discuss PAC Term Renewal/Appointment Process. | 20 mins. |
| 7. Discuss Future Agenda Items and Set tentative 2020 meeting dates after Board confirms 2020/21 PAC appointments | 10 mins. |

ADJOURN

EST. 9:00

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

August 6, 2019

CALL TO ORDER

The Regular meeting of the Parks Advisory Committee was called to order at 7:01 pm.

ROLL CALL

Committee Members: Nancy Marsh, (Chair), Pat Tierney (Vice Chair), Richard Barker, Susannah Cantrell, Michelle Dragony, Paul Koelsch (arrived at 7:05), and Fran Pollard.

Staff: Delia Comito and Claudia Marshall.

PUBLIC COMMENTS

Resident Jean Knight stated her continuing support for children's play areas, and urged the Committee to not stop the median proposal due to the few against it.

Resident Joanne Roskosky requested that playgrounds be emphasized in the park planning process. She also suggested that imaginative play areas be developed rather than formal play structures.

Michelle Dragony stated that there is a need for a public swimming pool and she distributed her diagram for a floating dock pool called the Princeton Ring. She intends to present her proposal to the District at a future meeting.

ACTION ITEMS

1. Approve 4/2/2019 Meeting Minutes.

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

2. Introduce New Parks & Recreation Coordinator.

Chair Marsh welcomed the newly hired Recreation Coordinator, Claudia Marshall.

3. Review Status of Summer Recreation Programs.

Chair Marsh reviewed the Summer Recreation programs as follows: Introduction to Shoreline Coastal Clams and Fish, (4 participants with 10 sign ups), Tot Lot Jumper in June (30 or more participants), Adaptive Cycling (2 sign ups with 12 spots held for special needs students at EG School), Learn to Surf Camp for Kids, was cancelled due to a lack of sign-ups. Tim West, the instructor, agreed to promote the event

next year. The Rosen Movement class held in the District meeting room, was successful, along with the CPR class taught by Member Dragony, and the Ocean Shore Railroad Tour, led by Member Dye, and Coastal Trail History Walk led by Len Erickson. The Teen Girls Sailing Camp was cancelled due to low participation and the District's pending enrollment in the fingerprinting program. The Spanish language walk at Rancho Corral de Tierra had 11 registered, but only 4 attendees (a family of four from Burlingame and no local residents), the Family Dog Training had no sign ups likely due to the pricing, and the Quarry Park History Walk led by Member Pollard had over a dozen participants.

Len Erickson announced that he is trying to obtain approval from the author to possibly reprint *El Granada, A Synonym for Paradise*, a book on the history of El Granada.

The Committee thanked Member Pollard for her efforts to better Quarry Park for the community.

Overall, the Summer Recreation programs were a success, and next year PAC will ask the District to absorb some of the costs.

Board Members Dye and Clark were in attendance, and Director Dye thanked the Committee for their hard work in bringing the various programs to the community.

4. Discuss Draft Community Parks & Recreation Survey and GCSD Park Committee's Public Outreach Plan for Burnham Park.

Chair Marsh explained that the draft Parks & Recreation Community Survey as presented was prepared by the sub-committee created at the last meeting, (Members Dragony, Tierney and Marsh), to gain broad input on desired Burnham Park amenities and recreation activities.

The Committee held a discussion regarding some of the changes that should be made to improve the survey.

ACTION: Member Koelsch moved to approve the survey with the agreed changes for presentation to the GCSD Board.

(Koelsch/Dragony). Approved 7-0.

Director Dye continued the conversation by distributing a report providing a summary of what the Board Communications Committee (Dye and Seaton) had come up with regarding public outreach. Their intention is to garner community input and put forward a development plan for Burnham Park. A discussion ensued regarding a plan to hold a public workshop, where small groups would be led by facilitators, and how the District would provide the ability for the public to indicate their preferences on the potential amenities for the park.

5. Report/Discuss Status of GCSD Advocacy for Pump Track at Quarry Park.

Committee discussion on a potential Pump Track at Quarry Park included a report by Chair Marsh regarding an MCC meeting which she attended. In discussion with the Acting Director for SMC Parks, Peggy Jensen, Ms. Jensen shared an enhanced SMC Parks' focus on engaging more children and teens.

ACTION: Chair Marsh moved to request GCSD Committee to approve a task force, consisting of Members Barker, Dragony and Koelsch, to develop a proposal for a Pump Track, including an overall cost estimate, and potential location options within Quarry Park.

(Marsh/Tierney). Approved 7-0.

Discuss Content Ideas for Next Newsletter and Web Page Update.

Director Dye and PAC Committee Member Koelsch met with the El Granada Elementary School Principal to discuss use and possible refurbishment of the School's outside sports areas. The Principal informed the members that the School will be undergoing a major renovation of the physical plant and sports areas within the next three years.

ACTION: No further activity until the future school renovation is completed.

(Koelsch/Dragony). Approved 7-0.

6. Discuss Content Ideas for Next Newsletter and Web Page Update.

Chair Marsh indicated that the Fall Newsletter will be included within the survey mailing. It will consist of short write ups of the activities/events that occurred and also include photos taken during those events. No action was required regarding the current web page.

7. Discuss Future Agenda Items and Confirm Next PAC Meeting Date.

ACTION: Chair Marsh summarized that there will be no further activity on the Median Divider proposals due to lack of public interest, and no short term activity regarding the El Granada School sports improvement plans. Future Agenda items include development the 2020 Recreation Program, the Burnham Park draft site plan and its development proposal, and the Pump Track project at Quarry Park. The next PAC meeting is scheduled for November 5, 2019.

(Marsh/Tierney). Approved 7-0.

ADJOURN

The meeting was adjourned at 9:15 pm.

SUBMITTED BY,

APPROVED BY,

Delia Comito, Secretary

Nancy Marsh, Chair

PREPARED BY,

Claudia Marshall

Date Approved by the Committee: November 5, 2019

ITEM #2

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Committee Members
From: Claudia Marshall, Recreation Coordinator
Subject: Discussion of Results of 10/24/19 Workshop
Date: November 5, 2019

PAC Chair, Nancy Marsh, will discuss the 10/24/19 Workshop results.

ITEM #3

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Committee Members
From: Claudia Marshall
Subject: Discussion Regarding Progress on Quarry Park Pump Track
Date: November 5, 2019

PAC Member, Paul Koelsch, will discuss progress to date on the development of a Pump Track at Quarry Park.

ITEM #4

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: Committee Members
From: Claudia Marshall, Recreation Coordinator
Subject: Discussion Regarding Adopting a Parks & Recreation Mission Statement
Date: November 5, 2019

Claudia Marshall, Recreation Coordinator, will discuss the adoption of a Parks & Recreation Mission Statement as follows:

“Parks 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.”

ITEM #5

Potential Winter 2020 Courses at GCSD

<u>Course</u>	<u>Potential Instructor</u>
• CPR/AED	Michelle Dragony
• Rosen Movement	Kate O'Shea
• Knitting and/or Needlepoint	TBD
• Daytime Drawing Class (for adults)	Claudia Marshall
• After School Drawing Class (for 3 rd -5 th graders)	TBD
• Adaptive Cycling for Kids w/ Special Needs	Pat Tierney

ITEM #6



GRANADA COMMUNITY SERVICES DISTRICT

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 up to two alternates to serve in the event of a vacancy. If more than one alternate is selected, the seating order shall be pre-determined. The Board may also 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 or the District Liaison. The GCSD Board may remove an appointee by a majority vote. If a vacancy occurs with no alternates, the Secretary shall post a notice of vacancy, accept applications, and schedule the appointment within 90 days.

The Board of Directors or Board President may appoint two directors to serve on an ad hoc committee to interview the applicants and make recommendations for the appointments.

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 determined by the Committee annually, at the first meeting held in the calendar year, for the forthcoming year. The Committee shall meet at minimum, four times per year. The Committee Chair may call a special meeting as needed

by notifying the District Liaison at least two weeks in advance whenever possible. All Committee meetings will be recorded on video, and are subject to the Ralph M. Brown Act.

General Rules of Procedure

- Committee meetings are open to the public, and shall be noticed pursuant 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 annually in January, or at the first meeting held in the calendar new year.
- The Chair will preside at all meetings.
- The Vice-Chair will preside in absence of the Chair.
- The Chair shall provide an opportunity for public comments, for each action item, when public members are present.
- 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.
- A Committee Report shall be provided verbally or in writing by a PAC or staff member for each PAC meeting held at the next Regular Board of Directors meeting.
- A GCSO Staff Liaison shall serve as the Committee Secretary, and will be responsible for minutes of meetings, attendance records, and any required notices.
- The Chair, the Committee Secretary, and/or the Board President will set the agendas. Final approval will be made by District Staff.
- Committee Members wishing to distribute meeting material, must obtain advance approval from the Chair. The Chair will provide approved meeting material to District Staff.
- All meeting material shall be provided to District Staff prior to the day of the meeting.
- If material is distributed during a meeting, the distributor must provide copies to the committee, staff, and public members.
- District Staff may amend meeting packet material as appropriate.
- Meeting 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 GCSO Board.

Responsibilities of Members

- To attend all Committee meetings.
- In the event of a known absence, to contact the Chair or Secretary before any regular or special meeting. To communicate with Staff if issues or questions arise.
- To become familiar with the appropriate sections of District Code (as pertaining to parks and recreation), and other 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 and the Committee Secretary 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.

ITEM #7

GRANADA COMMUNITY SERVICES DISTRICT

AGENDA MEMORANDUM

To: PAC Members
From: Nancy Marsh
Subject: Future Agenda Items and Setting of Tentative Meeting dates
Date: November 5, 2019

Chair, Nancy Marsh, will discuss future agenda items, and tentative 2020 meeting dates.

