



MINUTES

Hybrid Meeting

Thursday, February 5, 2026

3:30 PM

***** IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE *****

This meeting of the San Mateo County Parks Commission will be held in **The Boards and Commissions Meeting Room, 400 County Center, 1st floor, Redwood City, CA, 94063**. Members of the public will be able to participate in the meeting in person in Redwood City or remotely via the Zoom platform.

1. Pledge of Allegiance

2. Roll Call

Present: Chair Rodriguez Mitton, Vice-Chair Esser, Commissioner Manneh

3. Public Comment

4. Action to Set the Agenda and approve the January 8, 2026 meeting minutes

Motion to approve January 8, 2026 meeting minutes passes.

5. Reports and Presentations

5.1 Parks Department Report – Interim Parks Director Emma Gonzalez

Highlights include:

- Don Horsley County Park at Tunitas Creek Beach: Parks Department is working with the Department of Public Works on landslide repair and armoring the adjacent hillside.
- Flood Park: The playground slide is on backorder. Once the slide is installed, the poured-in-place can be installed.
- San Bruno Mountain Day Use Area: Hazard trees are scheduled to be removed. Picnic tables have been assembled and installed. The sinkholes will be repaired prior to opening.
- Coyote Point Recreation Area: We met with two vendors to replace the Magic Mountain Playground. An Intent to Award will be proposed to the Board of Supervisors on March 10.

6. Regular Agenda

6.1 Request for Proposal (RFP) Process presentation (INFORMATIONAL) – Interim Assistant Director Kevin O'Brien

Typical process for procuring concession services:

1. Parks Department determines a need and performs a feasibility study.
2. Preparation and release of RFP in OpenGov, a government software used by the County of San Mateo.
 - Informal solicitations may be conducted for goods and services expected to cost \$100,000 or less. Informal solicitations do not require public notice or sealed responses but may be conducted by requesting prices or proposals. Must be conducted in OpenGov.

- Formal solicitations are for contracts expected to exceed \$100,000. Formal solicitations must be publicly advertised and require sealed responses.

3. Review RFP proposals, interviews, and selection.

4. Contract negotiations and award.

Contract agreements include:

- Scope of services and terms of agreement
- Fees and payment schedule
- General hold harmless
- Property inspection for lease agreements
- Quality of service, rates, and charges
- Safety requirements
- Insurance requirements
- Performance requirements
- Retention of records and right to monitor and audit

Examples of current concessionaires in Parks:

- Excel Equestrian LLC in Wunderlich Park
- Kiddos Chu Chu LLC in Coyote Point Recreation Area
- Sage Bakehouse at Sawyer Camp Trail

6.2 Preparation of annual report to Board of Supervisors (DISCUSSION)

Potential highlights to include in annual report:

- Fish & Game Propagation Fund recipients and summaries of projects
- Partnerships with other open space agencies

7. Items of Outstanding Business

7.1 Update on Commissioner vacancies

8. Commissioner Updates

8.1 Commissioner report out on information items, subcommittee, or project updates

9. Items for a Future Agenda

- County priorities update
- Welcome & onboarding of new Commissioners
- County diversity, equity, and inclusion initiatives
- Partnerships and connections – have representatives of partner organizations provide presentations to the Commission. Discuss which County department may be able to attend.
- Update on sustainability actions for the Parks Department & alignment with action plan for County Office of Sustainability. Regional transportation and active transportation
- Summary of Revitalize Coyote Point survey
- Subcommittee structure and assignments
- Processes to address public comment
- Address technological gaps to ensure accessibility for public attendees and improve participation at in-person and remote meetings.

10. Adjournment

Meeting adjourned at 4:45pm.

County of San Mateo Parks and Recreation Commission

Vacant, District 1 | Vacant, District 2 | Irma Rodriguez Mitton, District 3 (Chair) |

Brooks Esser (Vice-Chair), District 4 | Basem Manneh, District 5

County of San Mateo Parks Department

Emma Gonzalez, Interim Parks Director

Kevin O'Brien, Interim Assistant Parks Director

Scott Lombardi, Parks Superintendent

Tracy Nappi, Administrative Assistant