



**Minutes**  
**Surf Camp/School Policy Advisory Task Force**  
**City of Pacifica**

**REGULAR MEETING – 6 PM**

Tuesday February 16, 2021

VIA Zoom Link: <https://zoom.us/j/94901452124>

**CALL TO ORDER:**

**Director Perez:** called the meeting to order at 6:06 pm. He welcomed all the members and explained the format of the evening's discussion and objectives.

**Kenda Seeley:** Recreation Specialist took roll call and read the COVID announcement.

**I ROLL CALL:**

**Surf Camp Task Force Members Present:** Cindy Abbott, Kevin Kellogg, Cynthia Knowles, Cliff Hodges, Mira Manickam-Shirley, Stefan Mayo, Kimberly Williams, Malcolm Carson, Nia Rivers.

**Members Absent:** None

**Members Excused:** None

**Staff Present:** Director Michael Perez, Recreation Supervisor Assistant Beth Phipps, Aquatics Coordinator Anthony Schriver, and Recreation Specialist Kenda Seeley

**II Welcome and Introductions:**

**Director Perez:** Displayed the Agenda PowerPoint and summarized the items that they would be discussing. He announced that the Facilitator for the Surf Camp Task Force would be Cindy Abbott for the first meeting.

**Cindy Abbott:** welcomed all of the members and explained what her role is as a Facilitator. She suggested that timing and staying on topic was essential to the effectiveness of clearing all the discussion topics and ending the meeting on time. She explained the Welcome and Introduction instructions and then introduced herself. She is from Southern California and hopes to develop a model program that other cities could use. This would include inclusive opportunities to share the surf and be respectful for all who want to visit. Something that is misunderstood about her is that she doesn't mean to be brisk; she is direct and likes to keep meetings on track. She hopes that everyone participates and is engaged as a group and her favorite oceanic creature is a Dolphin.

**Malcolm Carlson:** Introduced himself and named his favorite oceanic creature as a Dolphin. He is from the Peninsula, Menlo Park – Palo Alto Area. He hopes the task force can come up with a regulation that contributes to sharing the beach area with all who want to visit and, at the same time, regulating the use of the beach, which makes it enjoyable to everyone. The one thing that is misunderstood about him is that he doesn't necessarily voice his opinion on things but says what needs to be said about a discussion. He shared that he did not want to make any enemies and hopes they can all get along.

**Cliff Hodges:** He introduced himself and as the owner of Adventure Out.

He was born in Santa Cruz and hopes to accomplish a structure that allows for inclusivity for all groups while maintaining existing access for existing businesses to operate healthfully. Being just a business guy is one thing that is misunderstood about him; his heart and soul are at the beach every day. He hopes that the group has a good positive vibe about it and that his favorite oceanic creature is a Sea Otter.

**Kevin Kellogg:** Introduced himself and commented that he grew up in Placer County. He hopes that the group can compromise on differences with the goals that they set. One thing that may be misunderstood about him is that people think he is too laid-back but believes he is more open-minded than laid-back. He wants a good understanding of the group's priorities, and his favorite oceanic creature is the Octopus.

**Cynthia Knowles:** introduced herself and commented that she is from Pennsylvania. She hopes that the group accomplishes a fair and equitable permit system. The thing that is misunderstood about her is that just because she doesn't know how to surf doesn't mean she doesn't understand what it takes to be safe. She wants the group to share and get as much information out and on the table as possible. Her favorite shoreline creature are Sea Stacks.

**Mira Manickam-Shirley:** introduced herself and commented that she is from New Jersey. Through this work, she hopes to create a robust system to ensure that anyone wanting to surf in Pacifica can do so. She explained that what might be misunderstood about her is that she is a lover, not a fighter, and likes to build relations and peace across different folks. She hopes that the group listens to each other, does their homework, and comes to the meetings prepared. Her favorite oceanic creatures are Sea Anemones.

**Stephan Mayo:** introduced himself as the President of Pedro Point Surf Club and is from Pacifica. He hopes this group will adopt the mindset of safety and etiquette in the water, protect beaches from pollution and mistreatment, and support youth development through events. He thinks that one thing that may be misunderstood about him is that he is just another old white guy running a surf camp, and while there is a fair share of those, they are building diversity and focusing on all areas of equity. He hopes the group can bring an open mindset and his favorite oceanic creature is a Whale.

**Nia Rivers:** introduced herself and commented that she is from the Philippines. She hopes to add her voice and experience, representing the people who look like her regarding water, land use, and natural resources. The thing that is misunderstood about her is that people do not think she is engaged, but she is an avid listener with a good memory. She hopes the group has an open mind to current equities regarding beach access. Her favorite oceanic creature is a Tuna.

**Kimberly Williams:** Introduced herself as the Policy Lead for the San Mateo Chapter for the Surfrider Foundation and has lived in San Mateo County for over 20 years. She hopes to take all of the group's knowledge and expertise and create a permit process that will serve as an example to other communities where everyone will have equal beach access. Her favorite oceanic creature is Harbor Porpoise.

### **III Operating Procedures:**

**Cindy Abbott:** Thanked everyone for sharing and went over the purpose for the Task Force. The objective was voted on by the PB&R Commission last December with three

major areas of interest. 1) The implementation of the CAPP Program, 2) Overall Surf Camp/School Policy, and 3) Overall Application process. She explained that the Task Force's recommendations would be taken back to the PB&R Commission to be voted on and then officially approved. She then clarified that as a task force set up by the PB&R Commission that they must follow the Brown Act. She went over some of the requirements and Operating Procedures that must be followed.

**Director Perez:** mentioned that each member's emails are part of the Public Records Act which is why the City moved to each member of any city Commission or Committee being given a City email account. He then explained a few rules which needed to be abided by, such as: Do not reply to all on an email, look in junk email, and RSVP'ing to meetings to ensure having a quorum. Due to the Brown Act, he advised that we post Agendas to the public so that the public knows what is going to be discussed at the meeting Members cannot have serial meetings, this is the practice of forwarding emails to each other, which has the same effect as replying to all. He also discouraged members from posting to other members' social media regarding Task Force topics of discussion.

**Cindy Abbott:** Reminded the members that they are conducting City business which is open to the public. She cautioned to be mindful of the following:

- Don't reply to all to emails.
- During group meetings, respect all voices in a kind and non-judgmental way, and use integrity.
- Be mindful that this is Zoom and that it is ok to correct comments or to say that something is offensive.
- Reminder to raise hands.
- They can add to the Group agreement.

She went over the Level of Agreement slide, explained what each hand signal means, and how to implement each hand signal during Zoom conversations.

**Cynthia Knowles:** asked if anyone has experience using the Level of Agreement protocol.

**Cindy Abbott:** responded yes, that the City of San Mateo uses this communication tool, and she has seen it work.

**Director Perez:** introduced the members to the Task Force webpage. He asked that they familiarize themselves with the content and refer back to it often.

**Kevin Kellogg:** said that he might have an issue using the Level of Agreement hand gestures because he cannot see anyone else. He is using an iPad.

**Cindy Abbott:** recommended he use the View Gallery option on Zoom.

**Director Perez:** said he thinks it is an iPad feature issue.

**Cindy Abbott:** commented that this might be an issue for iPad users. She advised to log-on about 10 minutes before the beginning of each meeting to check Zoom functions. She covered the logistics of Zoom and Zoom etiquette and then introduced the Background and History of the Policy. She asked Director Perez to comment.

#### **IV Background and History of Surf/School Policy:**

**Director Perez:** recapped the background and history of the program specifying important dates and actions.

**Anthony Schriver:** summarized the Applicant Qualification criteria and current guidelines and rules from the slide show.

**Director Perez:** reviewed the Purpose Statement from Santa Monica and suggested that the Task Force group implement something similar.

**Beth Phipps:** explained the Surf Camp Schedule, which highlighted the peak times by

season, weekdays, weekends, beach crowding with just the surf camps counts, and when the beach is most often used for instruction.

**Anthony Shriver:** described the Comparison to Other Agencies Chart and discussed the information in it.

**Stefan Mayo:** asked if there was a maximum limit to the number of surf camps/schools each city/agency allowed.

**Anthony Shriver:** said it depends on the agencies and the size of the beach. There was no information to share regarding those figures at this time.

**Cindy Abbott:** asked the Task Force members to look into the examples and charts for future reference.

**Anthony Shriver:** read from reports that he had in front of him and said he would share them on the website or in a future meeting.

**Director Perez:** reiterated important points from the CAPP proposal. He focused on equitable access for underrepresented groups, how many CAPP spots on the Beach should be permitted, and the Application and Review Board process. He asked the Task Force members to think in terms of "load" when reviewing information. This would include calendars, dates, and group sizes. He recognized that there are different needs for each surf camp or school. He introduced the suggested Upcoming Meeting Roadmap, went over past dates and meetings, proposed the upcoming dates, and suggested each meeting's purpose.

## **V Upcoming Meeting Roadmap:**

**Cindy Abbott:** spoke to the Upcoming Meeting Roadmap Schedule specifying the dates and each meeting's purpose. She gave ideas of where things may be heading and suggested having discussion guides for each meeting.

**Cynthia Knowles:** commented that the meeting guidelines are getting confusing with the Level of Agreement guidelines. She asked if she should raise her hand, raise her hand via Zoom, or use a hand signal. She would like to hear a presentation from Mira, which should include the Pilot Program's current status.

**Stefan Mayo:** asked for clarification on the Pilot extension end date. He stated that there needs to be enough time to compile data to allow for sound decision-making.

**Cindy Abbott:** made clear that the Pilot Program was initially set for a 6 month period at the 8/26/20 Commission meeting and extended at the December 16, 2020 through the end of 2021.

**Stefan Mayo:** asked if the Pilot Permits were extended through to 2021 were any milestone dates set.

**Mira Manickam-Shirley:** noted that all of the data that was submitted was specific to COVID. She mentioned that they cannot create a system now in 2022 with information that was current during COVID in the past.

**Cindy Abbott:** asked Mira if she can provide an update with current data.

**Mira Manickam-Shirley:** advised that she could ask Johnny of City Surf Project to share his data with her.

**Cindy Abbott:** commented that if they could see additional current data, they could talk about load and schedules better.

**Cliff Hodges:** mentioned that the timeline appears to be rushed, but if everyone else is comfortable with the timeline, then he is as well.

**Cynthia Knowles:** clarified that she was only looking for an update on the Pilot Program.

**Stefan Mayo:** agreed that the timeline seems rushed and that it is hard to make informed decisions. He suspects that summer will be over-crowded.

**Cindy Abbott:** reminded the members that they could say that something needs more time to be reviewed and push out the roadmap dates. The roadmap is just a guide and is flexible.

**Mira Manickam-Shirley:** said that they have been talking about this for a long time, and Brown Girl Surf and City Surf Project is not proposing many weekends, but it is a smaller weekday proposal.

**Cynthia Knowles:** reminded the members that the CAAP program has been discussed since last June and that the new members need to look over the data compiled, which is available to them. She commented that the Task Force could not predict what will happen this June and asked Mira if she will have enough new information by April 2021 where it won't affect the load.

**Mira Manickam-Shirley:** announced that Brown Girl Surf would run only on Wednesdays at 5:00 pm, which is modest for spring.

**Kevin Kellogg:** advised that he would like to see current data regarding the CAPP Program and asked what data is being collected from Surf City Project?

**Cindy Abbott:** suggested that the information on data can be presented at the next meeting. The Task Force members could then comment on what additional data they would like to know more about.

**Kevin Kellogg:** commented that it is important that they get the right data and that it is data that they want to see.

**Cindy Abbott:** suggested waiting to see what is presented and then ask for additional information. She clarified that the March 16, 2021 meeting topics would adjust to:

- Pilot update
- Task Force sharing about what data they would like to have.
- Start a Load conversation.

**Kimberly Williams:** commented that while the data would be informative, it is only one piece of the big picture. It is about a great permit program that is already in motion. She asked if they could collect data from the current Surf Camps as well.

**Cindy Abbott:** asked Director Perez if he could gather information from the current Surf Camps from 2020.

**Director Perez:** asked what type of information does the Task Force want. He reminded them that they do have the Surf Camp schedules.

**Cindy Abbott:** asked if they can verify if the information is current for 2021 and can anticipated new data by the next meeting.

**Director Perez:** commented that they could probably ask for updated information but cannot guarantee the information for the next meeting.

**Cindy Abbott:** said they would anticipate seeing an updated schedule for the next meeting.

**Director Perez:** Answered yes, but again, he did not want to guarantee delivery timing.

**Cindy Abbott:** commented that it is modifying what we have already received and is critical information regarding load.

**Kimberly Williams:** commented that the presented information on data was planned and asked if they have the data on what actually happened.

**Director Perez:** advised that the data was from a survey that went out last August asking what the current Surf Camps usage numbers were.

**Cliff Hodges:** spoke to the data concept and advised that those are not exact numbers. Plans change, registrations fluctuate, and weather and pandemics can play a role in data. He confirmed that the estimates are not set in stone and that it is all observational data; even Mira's data is an estimate.

**Cindy Abbott:** suggested that the next meeting is to update current pilots and observations, review schedules and move on to load discussions.

**Mira Manickam-Shirley:** thanked Cliff for sharing data. She suggested that an informative data point should be the percent of people who are: 1) on there on their own, 2) who are enrolled in lessons, and 3) who have rented boards.

**Cindy Abbott:** advised that that is something that they can ask to collect data on.

**Cynthia Knowles:** Thanked Cliff for his information and thinks that data is just a word the Task Force uses in place of observation. She does go to the beach and looks at the crowds and the camps vs the total number of people on the beach.

## **VI Summary and Next Steps:**

**Cindy Abbott:** commented that the March meeting roadmap had been adjusted, and at the end of each meeting, they can review the roadmap and change it as needed. In March, they will be focusing on any observational data that they will have, updates to the schedules if available, and will start the conversation about load.

**Kimberly Williams:** thanked everyone for the meeting, and she thinks this meeting was a great start.

**Cindy Abbott:** Announced the next meeting is March 16, 2021, and asked if they cannot attend to let staff know. She referred everyone to the website information and asked that they check their city email accounts regularly.

**Kevin Kellogg:** thanked everyone and advised that it would be good to see Mira's presentation.

**Cindy Abbott:** asked Mira to bring the most current copy of her presentation and share it with Director Perez as soon as possible.

**Director Perez:** mentioned that the most current copies and information are on the Task Force webpage. He asked if they could restate the next meeting expectations and topics.

**Cindy Abbott:** reiterated that they would have a Pilot update on what is taking place. Address any anecdotal or observational data that they may receive from the Pilot and current surf camp operators. They will look at any updated schedule information and hear Mira's introduction on the CAPP Program framework.

**Director Perez:** confirmed that they could readjust the roadmap and change topics as time permits.

## **VII Public Comments:**

None

## **VIII Adjournment:**

Meeting adjourned at approximately 8:28 PM

Respectfully submitted by,  
Kenda Seeley, Recreation Specialist  
Parks, Beaches, and Recreation

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Cindy Abbott  
Task Force Facilitator