



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

**REGULAR MEETING – 6 PM**

Tuesday March 16, 2021

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

**CALL TO ORDER:**

**Facilitator Cindy Abbott:** called the meeting to order at 6:04 pm. She welcomed the members and thanked them for attending.

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

**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 arrived at 6:42 pm.

**Members Absent:** Nia Rivers.

**Members Excused:** None

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

**II Administrative Business:**

**A. Operating Procedures:**

**Cindy Abbott:** reminded the members to have their cameras turned on during the meetings. She also clarified that the “Levels of Agreement” are used only when discussing a particular motion or a recommendation.

**B. Approval of Minutes:**

**Cindy Abbott:** called for a motion to approve the minutes of the 02/16/2021 meeting. **Motion was made by Kevin Kellogg, seconded Stefan Mayo, motion carried 7-0.**

**III Comparison Agency Camps and Schedules:**

**A. Beth Phipps:** summarized and shared the “Peak Times by Season Weekdays” and the “Peak Times by Season Weekends” totals via a spreadsheet. The totals were compiled according to the data received from the current Surf Camps.

**Cliff Hodges:** asked if the totals are estimates from the surf camps.

**Beth Phipps:** answered yes.

**Stefan Mayo:** asked if the numbers represent the total amount of students that could be on the beach at one time.

**Beth Phipps:** answered yes, that it is the minimum and maximum numbers of students that could be on the beach at the times listed. The numbers are based on the data given by Surf Camps.

**Cliff Hodges:** remarked that in his opinion, the numbers are high.

**Beth Phipps:** responded that the totals are taken from the information that each of

the Surf Schools submitted.

**Cindy Abbott:** mentioned that this data was requested by the Commission last year to get an idea of how many people might be on the beach at any given time.

**B. Aquatics Coordinator Anthony Schriver:** summarized and shared the "Surf Camp Size Comparison Spreadsheet" which reviewed Surf Camps in other cities which compared the proportions of instructors and participants, along with the length of the surf lesson areas.

**Stefan Mayo:** added that the Surf Camp at Oceanside has four permitted camps. Three of those camps allow a student size of 20-25 students, the fourth camp is for private lessons of one or two students. Also, Santa Cruz at Pleasure Point and Capitola Beach has two surf schools with 3 students per instructor.

**Mira Manickam-Shirley:** stated that Santa Cruz has no limit for Non-Profits with free programming.

**Cliff Hodges:** agreed to Mira's comment.

**Cindy Abbott:** commented that the ratios and approaches look similar across the camps.

**Stefan Mayo:** mention that the one difference he noticed is the lifeguard situation for each beach. Most beaches have Lifeguards managing the camps and some do not.

**Cynthia Knowles:** agrees with the lifeguard differences but would need time to go over the information to make a comparison.

**Stefan Mayo:** stated that other differences are the length of the beach and the number of people in the water at one time.

**Mira Manickam-Shirley:** stated that these are ratios for Commercial Schools only without having an equity lens. She reminded everyone that this Task Force is tasked with creating a permit system that is focused on equity.

#### **IV Task Force Policy Snapshot:**

**Cindy Abbott:** went over the Surf Camp/School Advisory Task Force Purpose and the Current Policy Snapshot, which included information on the following:

- Full Implementation of a Community Access Partner Permit (CAPP)
- Overall Surf Camp/School Policy
- Application Process
- Policy Rules
- Total Students pre CAPP
- Total Students with CAPP Phase I

#### **V CAPP Program Criteria:**

**Cindy Abbott:** announced that Mira would be presenting the first part of the (CAPP) program criteria and framework.

**Mira Manickam-Shirley:** gave a broad overview of the proposed (CAPP) Program which included the following:

- (CAPP) Eligibility Criteria
- Setting the guardrails for a CAPP Permit System
- Permit Size
- The "Load" of surf school participants on the beach
- The maximum number of permitted spots on the beach at one time

**Cindy Abbott:** suggested streamlining the Eligibility Criteria to cover current Surf Camp standards. She advised that some criteria had already been implemented.

**Cliff Hodges:** remarked that he has never seen 75 surf students in the water at one time in the 17 years he has taught lessons and suggested there be a simple system that sets the guidelines for a current load concept.

**Malcolm Carson:** requested clarification on what the max amount of the Load is. Is it for a day or an hour?

**Mira Manickam-Shirley:** replied that the load is the maximum amount of students who can be on the beach at any one time

**Cindy Abbott:** stated that the check-in time is 7:00 pm. She suggested two questions to ask at another time regarding the load is, 1) Does the Task Force want to propose moving from general permits to load and 2) How to divide up the number of load. She suggested that Cliff Hodges start his presentation which speaks to the numbers of surfers he has observed on the beach at different times and on different dates

**Cliff Hodges:** explained and shared the information from his "Pacifica Data Collection/Observation Spreadsheet." He went to the beach on different days and times and did an observation with a handheld clicker of all people. His data was an accumulation of non-surf schools/surf schools on the beach and in the water. He advised that the surf schools made up a small percentage of the overall number of people at the beach, but that the numbers were only estimates.

**Cindy Abbott:** shared that the information given by Cliff Hodges does tie into the conversation that Mira Manickam-Shirley has shared and that the beach is open to the public. She advised that Director Perez is going to keep the format and will ask the Park Rangers to help keep track of the same data. She asked if there were any questions.

**Stefan Mayo:** asked if they could share this data sheet with the other camps as well?

**Cliff Hodges:** encouraged all surf camps to do the same counting when they are at the beach.

**Cynthia Knowles:** stated that per her observation she agrees with the figures that have been presented. She also agrees that safety is a concern, but believes the number of beachgoers and random surfers outnumber the amount of surf school students.

**Kevin Kellogg:** asked how many Surf Camps gather on major holidays and if all Camps are consistent.

**Cliff Hodges:** advised that Adventure Out voluntarily closes on Labor Day, Memorial Day, and the Fourth of July.

**Cindy Abbott:** mentioned that on the recap sheet, other municipalities are closed on holidays, and being closed is something the Task Force could recommend to the Commission.

**Mira Manickam-Shirley:** stated that Brown Girl Surf does not operate on those holidays either. She went on to present the Key Elements of the CAPP system which included:

- Application deadlines – every two years
- Applications will be reviewed by (CARB) Camp Application Review Body.
- State intended Loads
- CARB will evaluate applications
- CARB would recommend specific applicant's to receive permits and suggest a max for the coming permit year.
- Two-year reevaluation by CARB via a variety of factors and considerations
- The CARB will then give permit recommendations to the PBRC.

**Malcolm Carson:** asked if the times of day are taken into account?

**Mira Manickam-Shirley:** answered that they may get to that level of specificity, but the more specific it gets, the harder it will be to manage. They can look into subdividing in the future.

**Cliff Hodges:** asked who will make up the CARB and is it a paid position.

**Mira Manickam-Shirley:** advised that CARB is addressed in detail later in the presentation and went on to explain the following:

- System for evaluating CAPP permit Applications
- Criteria for CARB membership and the definition
- CARB Roles

She then asked if there were any questions as to what was just presented.

**Stefan Mayo:** asked for clarification on what the purpose of the Task Force is at this point.

**Mira Manickam-Shirley:** advised that questions should be kept specific to the information that they just went over and that his question would be gone over in the next section of her presentation.

**Cindy Abbott:** reminded the members that the next meeting will be dedicated to this topic and within the next few meetings, they may be able to form a recommendation to the PB&R Commission.

**Kevin Kellogg:** commented that the CARB position should have a full-time staff dedicated to the position long term.

**Mira Manickam-Shirley:** agreed that the position would need a full-time staff liaison but advised that the applications should be reviewed by a Committee. She went on to summarize her presentation. The summary included:

- Agree to the load vs permit size
- Maximum permit spots allowed on the beach at one time is 74
- Approve max CAPP- permitted spots per year
- Principles for negotiating max CAPP spots
- Method of designating CARB members
- Designate CARB members to review Applications
- Create Application Criteria and Rubric
- Set up periodic reviews of the system with an equity lens
- Modify the noon-sunset limit on weekends to accommodate the nonprofits who are working outside of Pacifica

**Cindy Abbott:** opened the meeting for question from the Task Force Members

**Malcolm Carson:** commented on the complexity of the proposal. He asked if Mira/BGS thought about a simpler way to solve these problems.

**Mira Manickam-Shirley:** answered yes, and said the complexity is due to the concerns about crowding that has been the main concern of the program all along. She reiterated that the crowding issues at the beach are not from the surf schools.

**Malcolm Carson:** asked if there was a way to map out the full year and if that may be a solution to the complexity of the program?

**Mira Manickam-Shirley:** explained that the key consideration is to try to tread lightly on the impact on the current Commercial surf schools.

**Cindy Abbott:** mentioned that they are working to keep the CAPP program as simple as possible and that it might be beneficial to have a City Staff member take on a full time role.

## **VI Projected Meeting Roadmap:**

**Cindy Abbott:** suggested moving the CAPP Program Framework Scenarios to the April 20th meeting and then moving the Overall Policy Purpose Statement, Current Policy Overview with focus on current permit limits on camps/numbers of students per camp and a potential shift to student "load," to the May 18, 2021 meeting. Essentially flipping #3 and

#4 on the Roadmap. She then opened the meeting up to any questions the Task Force Members had.

**Stephan Mayo:** asked if the City had any plans to deal with the infrastructure around the load, the cleanup, and the parking relating to the beach?

**Cindy Abbott:** advised that Director Perez may be able to give an update at the next meeting on any changes being made to the beach. She asked if anyone else had questions or would like to add anything in addition.

**Malcolm Carson:** thanked Mira Manickam-Shirley for the presentation and the effort.

**Cynthia Knowles:** also thanked Mira Manickam-Shirley for her well-thought-out proposal and Anthony Shriver and Cliff Hodges for their charts.

**Kimberly Williams:** asked if the Public Comment would be recognized by the members at this meeting tonight.

**Cindy Abbott:** answered that it would become part of the written record.

**Director Perez:** advised that Public Comments would become part of the written record and available on the Surf Camp webpage. He also advised that he will double-check on the Zoom link to make sure it goes out.

**Cindy Abbott:** Thanked everyone for sharing and attending the meeting.

**VII Public Comments:**

None

**VIII Adjournment:**

Meeting adjourned at approximately 7:53 PM

**Next Meeting:** April 20, 2021 6:00 PM

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

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Facilitator, Cindy Abbott



