



Minutes
Surf Camp/School Policy Advisory Task
ForceCity of Pacifica

REGULAR MEETING – 6 PM

Tuesday, August 17, 2021

VIA Zoom Link: <https://zoom.us/j/91956994341>

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 Assistant Supervisor Beth Phipps: 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, Johnny Irwin, Stefan Mayo, Kimberly Williams, Nia Rivers

Members Absent: Malcolm Carson

Members Excused: Kevin Kellogg

Staff Present: Director Michael Perez, Recreation Assistant Supervisor Beth Phipps.

II Administrative Business:

A. Operating Procedures:

Cindy Abbott: advise that the meeting is being recorded, City is still utilizing the Closed Captioning option, and reminded members to use the raise hand features if there are comments.

B. Approval of Minutes:

Cindy Abbott: called for a motion to approve the minutes of the 07/20/2021 meeting minutes. **Motion was made by Cynthia Knowles, seconded by Kevin Kellogg, motion carried 7-0, Cliff Hodges,** abstained from voting on the minutes because he did not read them.

III Task Force member Updates and Communications:

Cindy Abbott: thanked all of the Task Force Members for being present and asked if anyone had comments or updates that they would like to address as they go forward with making recommendations. There were no updates from the Task Force Members.

IV Public Comments:

Cindy Abbott: reviewed the public comment requirements.

Sabrina Brenna: introduced herself as attending on behalf of Surf Equity. She gave a brief suggestion regarding supplying the public with concerns about discrimination at Pacifica State Beach.

Monica: introduced herself as a representative of Brown Girl Surf. She gave a brief description of the benefits she has gained through policy change like what is taking place with this Task Force.

V Recommendations Discussion:

Cindy Abbott: commented that staff took a lot of time putting together the Recommendation Chart based on prior meeting discussions. She explained the chart matrix, topics, and the voting criteria. She advised that Items 1-14 have already been voted on. She advised that the Task Force can change the wording on the recommendations, but that they would all have to agree on those changes. Also, that a recommendation could be waived if all agree to waive a recommendation.

Johnny Irwin: asked if the goal for this meeting was to make it through all of the recommendations and what time the meeting is due to end.

Cindy Abbott: answered that yes, the goal is to get through all of the recommendations and the meeting should end about 9:00 pm if needed.

Cynthia Knowles: explained that she was in New York remoting in, that it is 9:00 pm her time, and that she may not be available until the end of the meeting.

Chair Abbott: reminded the Task Force that at the last meeting they did talk about numbers 13 and 14 and that after that discussion, they agreed to circle back to numbers 10,11, and 12. She asked the group if they would like to circle back now or move forward to 15. The Task Force collectively decided to move forward to Load and Permits. She opened comments.

Public Comment: Load and Scheduling.

Sabrina Brenna: is attending on behalf of Surf Equity. She gave a brief complaint regarding the Level of Agreement voting system being used for this process. She recommended using a yes or no voting strategy.

Cindy Abbott: advised that they will continue to use the voting process that is in place which is used at other County Task Force and Recommendation meetings.

Erin Morgan: introduced herself as a volunteer at Brown Girl Surf. She briefly explained how the topic of load and scheduling is very important to this process. She commented that the amount of work that has gone into this Task Force is appreciated.

Linda Locklin: introduced herself as a member of the California Coastal Commission. She gave a brief comment regarding the fact the commission was interested and happy that the City of Pacifica was addressing equity at the beach. They are preparing a briefing on the status of the CAPP program.

Recommendation Chart: (No Way, Hold On, Hmm, Good, Love it)

Stefan Mayo: asked what the typical time is needed for a lesson from a Surf Camp owner.

Cliff Hodges: answered that each camp model is different but Adventure Out runs 2-3 hour blocks a day at 6 hours a day. He reiterated that he completely opposes the load concept. He commented that the recommendations are hard

to read, and he doesn't know what the chart means as far as concessions go.
Johnny Irwin: advised that load works for their non-profit mainly because of children's school hours, he does not think commercial schools should have to work around load.

Cliff Hodges: agreed with Johnny Irwin, that load works for non-profit, not commercial schools.

Cindy Abbott: mentioned that the concept of load came up because there were large areas of time (blocks of time) when no surf classes were being calendared. This was a natural fit for the non-profits and working around school schedules. She commented that there seems to be an openness to using blocks of time as long as they can accommodate enough programs.

Johnny Irwin: commented that non-profits are more concerned about calendaring than blocks of time. There needs to be flexibility amongst CAAP Schools which was the original concept.

Cindy Abbott: asked the Task Force if they should be using load only for the CAAP program to provide more flexibility.

Cynthia Knowles: commented that she agrees with the suggestion of using load for CAAP schools only and feels blocks of time vs the full day may benefit the CAAP schools only as well.

Kevin Kellogg: mentioned that they are trying to use one rule for both CAPP and Commercial Schools for the simplicity of it but feels that they need to consider these are different groups with different needs.

Cindy Abbott: suggested taking a vote on moving to load and using blocks of time for CAPP only.

Item #13) Should the permit process change to "load" versus a set number of permits for CAPP only.

Vote 1= Hold on, 1=ok, 2 = good, 4= Love it (8 total) Moving to load for CAPP only.

Item #15) If moving to load, should "blocks of time" be used versus entire days for CAPP only.

Vote 5=good, 3= love it. (total 8) Moving to Load for CAPP only.

Item #16) If moving to "blocks of time" how many hours should be in each block? Should they be 3 to 4 hours in length (How long are camps/programs?)

Vote: Lengthy discussion, no vote was taken.

Cindy Abbott: moved the discussion to a calendaring system. She commented that maybe they have already decided on Items 18 and 19 because they agreed to put CAPP programs into a block of time into a calendar and the balance can then be open. She asked if they want to talk about calendaring now or to move it forward.

Cynthia Knowles: advised that in the past, they discussed calendaring to allow groups time while giving them flexibility and that she is in favor of a calendaring system.

Cynthia Abbott: took a vote for item #17

Item #17) Should a calendaring system be established for permittees to schedule their block of times/days?

Vote 1 = ok, 3= Good, 4 = Love it (8 total)

Cindy Abbott: asked if there were any questions on implementing Item #18.

Cliff Hodges: suggested using calendaring as a way of seeing who is out or

what times are available rather than using the system as a restrictive tool.

Kimberly Williams: suggested that Item #18 could be a combination of a random rotation and priority access for CAPP while staying flexible and fair.

Johnny Irwin: suggested that a calendaring system needs to be available for both CAPP schools and Commercial schools.

Cindy Abbott: asked if the Task Force wanted to suggest priority access for CAPP up to a certain percentage like 50%.

Cliff Hodges: commented that he doesn't think one school should have priority over another school. It shouldn't be written into the CAAP program.

Cindy Abbott: opened the floor to public comments regarding the calendaring.

Public Comments:

Adriana Guerrero: introduced herself as the Executive Director of Brown Girl Surf. She briefly explained how Brown Girl Surf is drafting their fall calendar, working with Half Moon Bay, and their intentions of not explaining into the weekends. The goal was originally to have space open up to the community as a whole for other programs.

Cindy Abbott: asked if the Task Force wanted to rely on staff to determine how to implement Item #18. They agreed, took a break, and moved on to the Application Process and Evaluation section Items #19 – 31.

Item #18) If implementing a calendar system, what order of selection is used? Random rotation? Priority access for CAPP? Other? The Task Force decided to let PB&R Staff decide.

Public Comments:

Sabrina Brennan: Representing Surf Equity briefly explained that the use of a public state beach should be used for public use including non-profit and educational uses only.

Megan Hannabit: made a brief comment that any good system does need to be tested, tried, and adjusted. She supports revisiting the proposal in years to come to make sure it is benefiting everyone. She supports the load concept and the original CAPP proposal.

Madoka: participant with Brown Girl Surf and briefly described the importance of a separate process for commercial and nonprofit groups.

Oliva VanDamme: briefly stated that she is in favor of the RFP process and the length of a permit should be between 1-3 years. She thinks it is difficult to comment ahead of time on the items when they haven't heard from the Task Force members.

Cindy Abbott: thanked Oliva VanDamme for her comment and advised that it is important for Task Force members to hear concerns before making decisions.

Johnny Irwin: asked for clarification on what exactly the RFP process is.

Cindy Abbott: explained that it is an open application process allowing anyone of interest to submit their proposal. She reminded that the Task Force can either make a recommendation if they are in agreeance, or they can let staff decide if they wish not to make a recommendation. She stated that she is in favor of an RFP process.

Cliff Hodges: reminded the task members that there was a consensus to not prioritize surf schools over public access and that surf schools are confined to

about 25% of the beach. He is neutral on the RFP process but feels businesses are beneficial to the City and feels that strong businesses are in the best interest of the City and should not be shut down because of a process.

Johnny Irwin: recommends a 2–3-year permit for nonprofits because of the grant process on item #24. There should be an equity 2 year review follow-up on CAPP to add additional camps and an additional review of commercials.

Kevin Kellogg: commented that it is necessary to have the RFP for both CAPP and commercial schools. He suggested having separate term lengths for each school.

Kimberly Williams: advised that Surf Rider has been clear that they support prioritizing equity, in the near term with an eye towards equality. They want to continue to support the CAPP schools, but they also want to be supportive of the commercial schools. She thinks what Kevin says makes sense, that there can be two different terms for each type of school. Surf Rider does support an RFP for the CAPP permits, and she does think that they support an RFP for commercial permit but that they would prioritize the CAPP process first. She said that equity review should be a part of this not just in terms of CAPP schools, but it should be part of it in terms of commercial schools as well. She commented that Cliff and even Matt Cole said that they do seek to focus on this in their cliental and in their businesses and she thinks they should build something like that into this. She reiterated that she does support the RFP like Johnny said 1-2 years on CAPP, she would not support more than a five-year RFP for commercial schools.

Cindy Abbott: asked for a show of fingers vote for recommending an RFP for CAPP permits.

Item #20) RFP recommended for CAPP permits? 1= ok, 2= good, 4= love it (7 total)

Cindy Abbott: asked for a show of fingers vote for recommending an RFP for Commercial permits.

Item #21) RFP recommended for commercial permits? 2= ok, 5= love it (7 total)

Cliff Hodges: suggested going into the 2022 permit year, keep the current CAPP and commercial permit processes the same for now and then implement large changes like an RFP process in 2023.

Kevin Kellogg: asked if they could consider a two- and five-year length of time for a permit regarding item #24.

Cindy Abbott: asked Johnny Irwin what his suggestion is for the number of years for a CAPP permit.

Johnny Irwin: advised that the CAPP permit should be a three-year permit.

Cindy Abbott: asked for a show of fingers vote for recommending a three-year permit for CAPP permits.

Item #24) What should the length of time for a permit be? (Annual? 2 years 3 Years? 5 years? 10 years? Other?) Note: If longer than one year, annual submittal of documentation is required for all years. **Modified.** Should the number of years for a CAPP permit be three years? 1= ok, 5= good, 1= love it.

Cindy Abbott: asked for a show of fingers vote for recommending a five-year permit for commercial camps.

Item #24) What should the length of time for a permit be? (Annual? 2 years 3 Years? 5 years? 10 years? Other?) Note: If longer than one year, annual submittal of documentation is required for all years. **Modified.** Should the number of years for a commercial permit be five years? 1= ok, 3= good, 3= love it.

Cindy Abbott: asked the members who didn't vote as a "Love it" to share any comments they have.

Stephan Mayo: commented that it is really hard to run a business knowing that in a matter of years, the City of Pacifica can make a decision through an RFP process that will possibly put them out of business.

Kimberly Williams: supports a five-year permit for commercial camps but also wants to ensure more equity between camps down the road.

Cynthia Knowles: announced that due to the time difference on the east coast, that she was going to sign off and thanked everyone for their participation.

Cindy Abbott: led the Task Force to item #22. Should a phased-in approach be developed to expand CAPP in 2022 and move to RFP for commercial camps in a future year? She explained that items 25 – 28 all fall under the application process and timeline.

Kimberly Williams: she would like to ask the Commission to establish a timeline with set dates for making decisions as opposed to leaving it open.

Johnny Irwin: advised that the priority for nonprofits while applying for grants is about one year. He suggested a timeline of January 2022 announcement of an RFP opening, April 2022 will be the deadline to apply, July 2022 will be announcements that permits commence starting June 2023.

Cliff Hodges: advised that Commercial camps are already booking for next year and doesn't feel that changes should be implemented that would alter programs for the next year 2022.

Cindy Abbott: clarified that through the discussion, the Task Force has decided that the phased-in approach for permits will start in 2023 for both CAPP and Commercial camps and that the Commission will announce the layout and timeline for the RFP program and schedule. She introduced the CARB review for CAPP applicants leading into items #29 and items #30.

Johnny Irwin: supports the CARB review board for nonprofits and advised that the members of the group will need to possess extensive knowledge on diversity, equity, and inclusion. He suggested this group should also be tasked with scheduling and calendaring.

Kimberly Williams: is not in support of the PB&R Commission reviewing commercial applicants due to a conflict of interest. She envisioned a group like the CARB to review all the applicants.

Cindy Abbott: clarified to the Task Force, that the PB&R Commission has not had any involvement in reviewing surf camp applicants to date.

Kimberly Williams: commented that there are relationships that are clearly established between the commercial camps, the PB&R Commission, and staff and that there needs to be more neutrality.

Kevin Kellogg: supports the PB&R Commission to review surf camp applicants because they look at what is best for the City Pacifica not what is best for anyone camp, plus the Commissioner change over time which creates

diversity. He suggested an appeal process if a camp feels that they are being treated unfairly.

Cindy Abbott: advised that she is in favor of using a review criteria rubric or matrix for both CAPP and Commercial camps.

Cindy Abbott: asked for a show of fingers vote for recommending that the CAPP applicants will be reviewed by a CARB.

Cliff Hodges: commented that he is in favor of using an RFP process and having the PB&R Commission review applications, but that he would like to have "experience" weighed heavily in the decision making for both CAPP and Commercial camps.

Stephan Mayo: asked if the CARB is a paid position or is it stickily a volunteer position? He commented that the CARB will need to be diversified in the selection and asked who would be selecting the CARB members.

Cindy Abbott: confirmed it is a volunteer position and advised that both the CARB and the PB&R Commission members cannot apply for a permit.

Johnny Irwin: clarified that the CARB will consist of a group that recognizes underrepresented youth criteria, is well versed in reading applications, understands access barriers, knows how to score them, and can make recommendations.

Cindy Abbott: asked for a show of fingers vote for recommending that CAPP applicants will be reviewed by a CARB group.

Item #29) CARB for CAPP applicants? 2= ok, 4= love it (6 total)

Cindy Abbott: asked for a show of fingers vote for recommending that commercial applicants will be reviewed by the PB&R Commission.

Item #30) PBR Commission for commercial applicants 1=ok, 2=good, and 3=love it (6 total)

Kimberly Williams: commented that if the PB&R Commission relies on staff guidance, she would like to see it more balanced.

Cindy Abbott: reiterated the need for a scoring matrix or rubric which would take out any personal criteria. She clarified that the Task Force has gone through all of the Application and Evaluation section, they have covered items 10, 11, and 12 by moving to load but asked if anyone wanted to review any of the items.

Director Perez: briefly explained the process that the Task Force members have gone through up to this point and what an undertaking it has been. He thanked them for their efforts. He advised that the plan is to go back through all of the materials that they had voted or agreed on, and review all of the comments and suggestions so that a report can be constructed with recommendations that will be submitted to the PB&R Commission. He advised the Task Force that other suggestions and their feedback on this process are welcomed. He encouraged them to attend the Commission Meeting where the Surf Camp Task Force recommendations will be presented to the Commission.

Kimberly Williams: asked if they will be sending the recommendations report to the Task Force in advance so that they can comment if needed.

Director Perez: advised that they can do that but that they cannot have an open meeting where everyone responds to the group to make last-minute changes to items that have already been voted on. He advised that they can email him or call him directly with feedback at any time.

Cindy Abbott: asked if it was possible to hold an hour-long meeting before the Commission Recommendation so that the Task Force can review the information and address any concerns regarding the report.

Director Perez: answered yes.

Cindy Abbott: suggested having members of the Task Force be presenters of the information at the PB&R Commission meeting. She suggested reviewing the draft in September and then presenting the recommendations at the October 27, 2021 meeting.

Director Perez: said yes, the timeline is workable.

Cindy Abbott: asked everyone if they felt a final meeting was necessary. She thanked the Task Force members and the public for being a part of the process.

XI ADJOURNMENT:

Cindy Abbott: Adjourned the meeting at approximately 8:52 pm.

Next Meeting: 10/12/2021

Respectfully submitted by,
Kenda Seeley, Recreation
SpecialistParks, Beaches, and
Recreation

X

Facilitator, Cindy Abbott