



Riverside County
Regional Park & Open-Space
District Advisory Commission Meeting



Thursday, November 2, 2023
A G E N D A

Park District
Headquarters
4600 Crestmore Road
Jurupa Valley, CA 92509
951/955-4310

Meeting Location:
Crestmore Manor, Riverfront Room
4600 Crestmore Road
Jurupa Valley, CA 92509

DISTRICT ADVISORY COMMISSION MEETING – 1:30 PM

- 1.0 Call to Order
- 2.0 Pledge of Allegiance to the Flag
- 3.0 Roll Call
- 4.0 Approval of Minutes – Action
 - 4.1 Job Code 2023-16
Approval of Minutes of September 7, 2023.
- 5.0 Special Recognition
 - 5.1 2023 Promotions
 - 5.1.1 Ariannah Romo, Park Ranger II
 - 5.1.2 Marcus Cota, Regular Park Ranger
 - 5.1.3 Jorge Beltran, Park Maintenance Worker
 - 5.1.4 Jose Ayapantecatl, Park Ranger II
 - 5.1.5 Wyatt Shaw, Regular Park Maintenance Worker
 - 5.1.6 Mary Ruth Johnson, Park Aide
 - 5.1.7 Anthony Miller, Facilities Project Manager
 - 5.2 Introductions
 - 5.2.1 Jacquelyn Muller, Public Information Specialist
 - 5.2.2 Ashley Shucha, Park Facilities Coordinator
 - 5.3 Badge Presentations
 - 5.3.1 Adrian Ortiz, Park Ranger II
 - 5.3.2 Christian Sanchez, Park Ranger Supervisor
 - 5.3.3 Martha Carmona, Park Ranger II
 - 5.3.4 Michael Van Daele, Park Ranger II
 - 5.3.5 Mitchell Moore, Park Ranger II
 - 5.3.6 Richie Aguilera, Park Ranger Supervisor
 - 5.3.7 Robert Powell, Park Ranger II
 - 5.3.8 Stanley Miller, Park Ranger II
 - 5.3.9 Taylor Zagelbaum, Park Ranger Supervisor



If you require reasonable accommodations for this meeting,
call Park District Headquarters at 951-955-4398 at least 72 hours before the meeting.

6.0 Public Comments

*A three-minute limitation will apply to each member of the public who wishes to address the Commission on a matter not on the agenda. No member of the public is allowed to “share” his/her three minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for further study, research, completion and/or future Commission action.) Any person wishing to address the Commission on any matter, whether or not it appears on this agenda, is requested to complete a **Request to Speak form** available from the Recording Secretary. The completed form is to be submitted to the Secretary prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Commission in writing and only pertinent points presented orally.*

7.0 Fish and Game Related Business

7.1 Fish & Game Trust Fund – Informational

The Park District will give a financial update on the Fish & Game Trust Fund.

7.2 Fish & Game Report – Informational

8.0 Off-Highway Vehicle Recreation (OHVR) Related Business (NO BUSINESS)

9.0 Old Business

9.1 [CIP Trails Update](#) – Informational Gaby Adame, Bureau Chief

9.2 Lake Cahuilla Veterans Regional Park Update – Informational Kyla Brown, General Manager

10.0 New Business

10.1 [Social Media Policy](#) – Action Job Code: 2023-17

Robert Williams, Bureau Chief

The Commission will be asked to approve the Social Media Policy.

11.0 Tentative Future Agenda Items

11.1 OHV Feasibility Study update

11.2 Workshops at various Park locations

11.3 Lake Cahuilla Update

11.4 Independent Auditor’s Report Fiscal Year Ended June 30, 2023

12.0 Commissioners Report – Informational

13.0 Park District Status Reports – Informational

13.1 [Miscellaneous Items of Interest](#) Kyla Brown, General Manager

14.0 Next Meeting

January 4, 2024, 1:30 p.m. at Gilman Ranch – 1901 West Wilson Street; Banning, CA 92220 (Date and/or location subject to change).

15.0 Adjournment



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STAFF REPORT



Agenda Item No. 9.1
Date: 11/2/2023

Prepared by: Gaby Adame, Bureau Chief
For: District Advisory Commission
Subject: CIP Trails Updates
Recommendation: Informational

Background:

PROJECT

SALT CREEK TRAIL

Project Description: Project consists of an approximately 16-mile multi-use trail that runs through three different jurisdictions the City of Hemet, City of Menifee, and unincorporated Winchester in Riverside County.

Project Status:

City of Menifee Section:

- Dokken Engineering tentatively scheduled to complete Feasibility Study for Oasis Segment by November 2023.
- Draft Feasibility Study completed and will be submitted to RivCoParks to review. Meeting tentatively scheduled for first week of November.
- Bradley Bridge Construction
 - City of Menifee working with Transportation Department for the temporary realignment of the built out Salt Creek Trail.
 - Re-alignment plans submitted by Transportation and are under review by Planning and Development staff.

BUTTERFIELD OVERLAND TRAIL

Project Description:

The project consists of improvements to a 3-mile section of the Butterfield National Historic Trail in the western part of the City of Lake Elsinore.

Project Status:

- Environmental and engineering continues on trail design.

SANTA ANA RIVER TRAIL (SART)

Project Description:

Construct 12.8-miles of trail that once completed, will provide a direct trail connection through Orange, Riverside, and San Bernardino Counties. SART Phase 2A, 2B, 3A, 6 is being managed by Riverside County Transportation Commission, 3A by Army Corps of Engineers, and Phase 7 is being managed by County Transportation.

Project Status:

- **Phase 2A, 2B, and 3A:**
 - 65% Construction Documents review completed, and comments submitted by multiple agencies.
 - Environmental documents being drafted.
- **Phase 3B:**
 - Working on 60% Construction Documents.
 - Environmental documents being working on. Tentatively scheduled to be 100% with Environmental by July 2024.
- **Phase 6:**
 - 65% Construction Documents submitted and RivCoParks provided no major correction comments.
 - Environmental documents being drafted.
 - Funding being sought for easement and construction phases.
- **Phase 7:**
 - This is being proposed as a multi-use trail along Arlington Avenue adjacent to Hidden Valley Nature Center.
 - Coordination meetings with the City of Riverside and the City of Norco set up to begin discussions on proposed project.



STAFF REPORT



Agenda Item No. 10.1

Date: 11/02/2023

Job Code: 2023-17

Prepared by: Robert Williams – Bureau Chief
For: District Advisory Commission
Subject: Social Media Usage Policy
Recommendation: Approve the Social Media Usage Policy

Background: In October 2013, the District became a nationally accredited organization through the National Recreation and Park Association (NRPA), which signified our commitment to the park and recreation profession and to the residents of Riverside County. During the Spring 2024, the District will seek reaccreditation. In preparation for the evaluation process and satisfying all 152 NRPA Standards, the District is required to establish a policy on the use of social media in public relations and marketing efforts and develop policies and procedures regarding staff use. The District currently utilizes social media to promote events, programs, services and provide crucial information during emergencies or closures.

The District has finalized Policy 3.8 Social Media Usage, which establishes procedures for promoting District facilities and events, disseminating important information and updates, content guidelines and employee usage. Overall, the policy will assist the Marketing Division in ensuring quality messaging and promotional material are being distributed to our visitors.

Recommendation: Approve the District Social Media Usage Policy.

Attachments:

Policy 3.8 Social Media Usage



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 3.8

Social Media Policy

I. POLICY

It is the policy of Riverside County Regional Park and Open-Space District (District) to provide guidelines for social media usage and marketing content development.

II. PURPOSE

To provide written guidance for the appropriate and effective use of social media by District staff for marketing, promotional material, and community relations.

III. PROCEDURE

The District utilizes social media channels to promote District facilities and events, and to disseminate important information and updates which often come in instances of emergencies and extreme weather. To ensure appropriate messaging is being dispersed effectively, the following guidelines shall be followed:

A. Employee Personal use

1. District employees utilizing social media on third-party or personal sites shall comply with District and County of Riverside policies. Before posting on personal social media sites, District employees must consider if content may be misconstrued as expressing District or County of Riverside opinions.
2. District employees posting personal opinions must be clear in that their thoughts are separate from the District.
3. Employees shall not use any reference to their position, work location, or the District/County organization in their personal account profile name or picture (handle, page name, profile image, etc.).

B. Contribution authorization on District sites

1. The District General Manager, Public Information Officer (PIO), and their designees are authorized to post content on District social media channels.
2. All designated employees must complete the District Social Media and Marketing Training provided by the PIO.
3. A list of authorized employees shall be maintained by the PIO and employees shall be removed from the list immediately upon separation.



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 3.8

Social Media Policy

C. General Guidelines

1. Social media may be used in the District's marketing efforts to increase awareness and attendance in the District's programs, services, and events.
2. The District uses a variety of social media channels to communicate with the community, employees, and the general public. All content shall be managed by the Marketing Division, which coordinates with all District sites to schedule posts throughout the various channels.
3. The establishment of District social media sites is subject to the approval of the PIO. Username and password must be provided to the PIO.
4. All District social media sites shall link to the official District website.
5. Marketing Division is responsible for the upkeep of all social media channels and shall monitor all content throughout sites to ensure compliance with this policy.
6. The District reserves the right to deactivate or terminate any District social media site without notice.
7. Employees utilizing District social media sites must conduct themselves as professional representatives of the District and remain in accordance with District and County of Riverside policies.
8. All District social media sites must utilize District contact information during account setup and access. Personal e-mail accounts or phone numbers are not to be used when creating login credentials.
9. District social media sites are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including but not limited to subscribers lists, posted communication, communication submitted for posting, and private messages sent or received by a District social media account, may be considered a public record and subject to public disclosure.

D. Content Guidelines

1. All content posted on District social media sites must be free of personal information, except for sharing the names of District staff where applicable.
2. Content posted shall not include confidential information defined by District policies and County of Riverside guidelines.



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 3.8

Social Media Policy

3. All posted content must pertain only to the District and District sponsored or approved co-sponsored programs, services, and events.
4. District employees shall not post an individual's personal views, preferences, or concerns. All posts must reflect the views of the District as a whole.
5. All videos and photos posted must be of the highest resolution quality possible.
6. All content should be posted in a similar voice, look and feel to maintain consistent branding.
7. The Marketing Division must approve all District logos and colors used in posted graphics and photos.
8. Staff must use proper grammar (except where appropriate) and proofread all content before posting.
9. Any District social media site shall be considered a limited public forum, and public expression must meet certain minimum levels of discourse. The District's social media site articles, posts, and comments shall not contain any of the following forms of content:
 - a. Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, ancestry, religion, gender, national origin, or physical or mental disability.
 - b. Profane language.
 - c. Sexual content or links to sexual content.
 - d. Solicitations of commerce (not pertaining to official District business).
 - e. District personnel matters.
 - f. Conduct or encouragement of illegal activity.
 - g. Information that may compromise the safety or security of the public or public systems.
 - h. Content that violates a legal ownership interest of any other party.
 - i. Threats or defamatory statements.
 - j. Unauthorized links to any external site (for solicitation purposes by outside parties).



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 3.8

Social Media Policy

- k. Multiple successive off-topic posts by a single user or repetitive posts copied and pasted by multiple users, or spam.
- l. Endorsement of political candidates, causes, or groups.

E. Content Monitoring

1. The District is limited in its moderation capabilities due to staff schedules and the 24/7 nature of social media. The District is not liable for inappropriate comments or tags that cannot be removed expeditiously.
2. Inappropriate, harmful, or offensive comments and tagged posts should be monitored and addressed. Complaints and questions should be answered by the Marketing Division or forwarded to the appropriate division for response.
3. District staff must be polite and courteous in response to all comments.
4. The District's removal of any third-party post on a District social media channel shall not strictly be based on the individual or entity's viewpoint.
5. If a user posts inaccurate information, District staff must politely reply with the correct information.

F. Violation of Policy

1. District staff found to have violated this policy will be subject to disciplinary action.
2. User privileges may be revoked at any time.

Policy 4.11 Social Media Policy

Original Issue Date: 11/2/2023

Office of Primary Responsibility: Marketing

Editor: Williams, Robert, Chief – Business Operations

Reviewed by: Brown, Kyla, R., General Manager/Parks Director

Approved by: District Advisory Commission

Date Approved:

Previous Revision Dates: NEW



Agenda Item No. 13.1

Date: 11/02/2023

Prepared by: Kyla Brown, General Manager

For: District Advisory Commission

Subject: General Manager's Report

Miscellaneous Information

1. Homelessness RivCoParks was included in a grant application to expand homeless engagement efforts in the San Jacinto River area. This effort would include a Ranger on the Multi-Discipline Team for that area.

GM Brown, Chief Williams and NRM Serrato attended the Santa Ana Regional Water Quality Board meeting on September 22, 2023 to present information about the SARB Collaborative efforts in Riverside County. The board was very complementary of the collaborative and work accomplished thus far.

2. Lake Cahuilla RivCoParks has applied for a new lease with US Bureau of Reclamation which is required before the CVWD Lease can be considered for approval by our respective Boards. A community event will be planned in the new year to celebrate the new lease(s) once executed and to share the planned improvements to the park in the near future.

3. ARPA RivCoParks continues to be a priority for ARPA funding, with two new projects being added for consideration. Hidden Valley Nature Center Improvements (D2) and Lake Cahuilla Improvements (D4) are both being routed for approval currently.

4. Strategic Planning Management Staff met in October to work on strategic planning efforts and begin development of tactics for the 2024/25 fiscal year.

5. Awards Chief Williams received the County's first Lean Improvements Award during their new Employee Recognition Program. He was presented the award during the September 26 Board of Supervisors meeting.

6. CPRS RivCoParks hosted the CPRS Leadership Summit at the Carriage House in September where over 100 leaders from across the state were present.

GM Brown was the keynote speaker at the CPRS School of Rec in September which took place in Eastvale.

GM Brown and Chief McLain attended the CPRS Director's Academy in October.

Board of Supervisors/Directors Actions

<u>DATE</u>	<u>M.O.</u>	<u>SUBJECT</u>
10/03/23	13.1	<u>Approval of Right of Entry and Maintenance Agreement Between the Riverside County Regional Park and Open-Space District and the Riverside County Flood Control and Water Conservation District for the Maintenance of the Mural on the Prado Dam Spillway, CEQA Exempt per State CEQA Guidelines Section 15301 and 15061(b)(3), District 2. [\$0] (Companion Item to MT Item No. 22865)</u>
10/17/23	2.4	<u>Internal Audit Report 2024-311: Riverside County Regional Parks and Open Space District Follow-up Audit, All Districts. [\$0]</u>
	13.1	<u>Adoption of Resolution No. 2023-008, Authorization to Convey Fee Simple Interest in Real Property Identified with Assessor’s Parcel No. 559-030-003 in the Unincorporated Area of Pine Cove, County of Riverside, by Grant Deed to the Pine Cove Water District, a Public Agency of the State of California, County of Riverside; California Environmental Quality Act (CEQA) Exempt pursuant to State CEQA Guidelines Sections 15312 and 15061(b)(3); District 4. [\$0]</u>

Calendar of Park District Events:

November 3, 2023	Family Fun Day (Mayflower Park)
November 4, 2023	Family Wildlife Day (Santa Rosa Plateau)
December 9, 2023	Olde Thyme Christmas at the Ranch (Gilman Ranch)



Riverside County Regional Park and Open-Space District

Kyla Brown, Parks Director / General Manager

District Advisory Commission Planning Project Update

November 2, 2023

CIP PROJECTS

PK-9742 Stagecoach Stop Park at Gilman Ranch

\$6.05 million

- **Funding:** State of California, Regional Park Program, Prop 68 State of California
- **Project:** The grant-funded project will result in the development of a new park at Gilman Historic Ranch and Wagon Museum
- **Consultant:** RHA Landscape Architects Planners, Inc.
- **Estimated Completion:** 2027
- **Status:**
 - RHA submitted final conceptual design.
 - 60% construction documents and specifications anticipated to be submitted December 2023.

PK-9679 Mayflower Sewer Infrastructure Connection

\$1.2 million

- **Funding:** Solar funds from District 4; DIF; Prop 68 Per Capita
- **Project:** Connect Mayflower Park with the City of Blythe sewer system
- **Contractor:** AZCA Drilling & Pump, Inc.; Holt Group
- **Estimated Completion:** 2023
- **Status:**
 - Construction halfway complete.
 - Easement for construction on adjacent landowners property signed and completed.

PK-9750 Trujillo Adobe Restoration Project

\$10.4 million

- **Funding:** State of California budget line item
- **Project:** Restore the Trujillo Adobe and acquire land to add to the site
- **Consultant:** Architectural Resources Group
- **Estimated Completion:** 2027
- **Status:**
 - ARG Contract Change Order going to Board November 2023 for extended work



schedule and added scope to complete the National Register nomination.

PK-7308 Butterfield Trail – Stoffer Property Staging Area

\$239,000

- **Funding:** DIF
- **Project:** Environmental and Preliminary Engineering for a staging area and three miles of trail.
- **Consultant:** UltraSystems
- **Estimated Completion:** 2023
- **Status:**
 - Environmental and engineering continues on trail design.

PK-9727 Lawler Lodge Re-Roofing

\$250,000

- **Funding:** State of California, Prop 68 Per Capita
- **Project:** Re-roof Lawler Lodge
- **Contractor:** Pending RFB.
- **Estimated Completion:** 2023
- **Status:**
 - RFB on hold until January 2024 due to inability to complete project in winter. Will aim for construction March/April 2024 when snow melts.

Lawler Lodge/Lawler Alpine Repaving

\$240,000

- **Funding:** State of California, Prop 68 Per Capita
- **Project:** Repaving the entranceways to Lawler and Lawler Alpine
- **Consultant:** Riverside County Transportation project
- **Estimated Completion:** 2023/24
- **Status:**
 - Project 99% complete
 - Pending completion of striping

PK-9745 Idyllwild Mountain Parks Expansion Project

\$240,000

- **Funding:** Developer Agreement Funds
- **Project:** Hurkey Creek Park, McCall Memorial Equestrian Park, Lawler Park, Idyllwild Nature Center, and Idyllwild Regional Park expansion projects to increase the number of camp host spots and add full hookup sites
- **Contractor:** Anderson Electric; Millston Enterprises; Others
- **Estimated Completion:** 2023
- **Status:**
 - Seeking quotes for electrical at Idyllwild Nature Center
 - Water and sewer PO in place

ARPA PROJECTS

PK-ARPA002 Jurupa Ditch Improvements

\$6 million

- **Funding:** ARPA
- **Project:** Install a well at JNS and pipe in open-ditch sections of the Jurupa Ditch, which provides water to JNS and LRNC.
- **Consultant:** None selected
- **Estimated Completion:** 2026
- **Status:**
 - Second RFP attempt closed October 5. No proposals received.
 - Seeking alternative options now.

PK-ARPA003: Lake Skinner Water and Sewer Infrastructure Update:

\$1.5 million

- **Funding:** ARPA
- **Project:** Survey Lake Skinner to map all utilities, update water and sewer infrastructure around camping loops A, B, and C.
- **Consultant:** IDS Group
- **Estimated Completion:** 2025
- **Status:**
 - IDS Group selected from proposals submitted.
 - Contract being worked on.
 - Scheduling kick-off meeting.

PK-ARPA004 and PK-ARPA005 Lake Skinner and Rancho Jurupa Re-paving:

\$4.8 million

- **Funding:** ARPA
- **Project:** Repave the main rain in Lake Skinner and Lakeview parking lot at Rancho Jurupa Park
- **Consultant:** Riverside County Transportation project
- **Estimated Completion:** 2023/24
- **Status:**
 - Construction documents being drafted.
 - Estimated to go out to bid March 2024.
 - Estimated construction December 2024.

PK-ARPA006 OHV Feasibility Study:

\$500,000

- **Funding:** ARPA
- **Project:** Conduct a Tier IV analysis of five potential OHV sites in RivCo.

- **Consultant:** Pending RFP
- **Estimated Completion:** 2023
- **Status:**
 - RFP pending release.

PK-ARPA008 District 4 Park Feasibility Study:

\$250,000

- **Funding:** ARPA
- **Project:** Conduct a study to determine the feasibility of constructing a new regional park in District 4.
- **Consultant:** Webb
- **Estimated Completion:** 2023
- **Status:**
 - Contract approved by BOS 10/17/2023.

PK-ARPA009 SARB Maintenance Facility

\$5 million

- **Funding:** ARPA
- **Project:** New maintenance yard at Parks HQ for the Santa Ana River Bed Team
- **Consultant:** DBA, Inc.
- **Estimated Completion:** 2025.
- **Status:**
 - Survey work completed.
 - Construction documents being worked on.

PK-ARPA010 SART Wayfinding

\$1 million

- **Funding:** ARPA
- **Project:** Wayfinding signage for completed portions of SART
- **Consultant:** ALTA
- **Estimated Completion:** 2024
- **Status:**
 - Two proposals submitted. ALTA selected as consultant.
 - Contract being worked on.
 - Scheduling kick-off meeting.

PK-ARPA011: Lake Skinner ADA Boat Launch:

\$3 million

- **Funding:** \$3 million ARPA
- **Project:** Update boat launch no. 1 to be ADA compliant, build a ADA new restroom, construct new fish cleaning shack.
- **Consultant:** Infrastructure Engineering Corporation (IEC)

- **Estimated Completion:** 2026
- **Status:**
 - 65% construction documents received by consultant and are currently being reviewed.
 - Preparing front end documents for future bidding.

PK-ARPA012 Broadband Update to SRP

\$100,000

- **Funding:** ARPA
- **Project:** Install upgraded broadband to Santa Rosa Plateau.
- **Constructor:** Frontier
- **Estimated Completion:** 2024
- **Status:**
 - Job walk completed and final location of broadband line being identified.

PK-ARPA013 ADA Updates Lawlor Lodge

\$1.5 million

- **Funding:** ARPA
- **Project:** Make ADA improvements to cabins closet to parking lot
- **Consultant:** BOA and CRM Tech
- **Estimated Completion:** 2024-2025
- **Status:**
 - BOA selected as consultant with CRM Tech to assist with cultural resource plan.
 - Site visits completed and design work has commenced.

PK-ARPA014 Kabian Memorial Park Modernization

\$1.2 million

- **Funding:** ARPA
- **Project:** Renovation and modernization of park
- **Consultant:** RHA
- **Construction Start:** Fall 2024
- **Estimated Completion:** 2025
- **Status:**
 - Four proposals submitted. RHA was winning proposal.
 - Contract being worked on.
 - Scheduling kick-off meeting.

PK-ARPA###, PK-9731, and PK-9714 Hidden Valley Nature Center Modernization:

\$4.1 million (includes 2.5M in ARPA Funding)

- **Funding:** ARPA, DIF, and State of California, Outdoor Environmental Education Facilities Grant
- **Project:** Build improvements (including a restroom) for HVNC to serve as a trailhead for SART.
- **Consultant:** Community Works Design Group

- **Estimated Completion:** 2025
- **Status:**
 - Consultant moving forward with updating site plans to enhance site to include events center

PK-ARPA### Lake Cahuilla Veterans Regional Park Modernization

\$5 million

- **Funding:** ARPA
- **Project:** Paving, pool refurbishment, bathroom and fishing area updates, landscaping, and amenity updates
- **Consultant:** Pending
- **Estimated Completion:** 2025
- **Status:**
 - RivCoParks awarded ARPA funding by District 5.
 - Pending BOS approval.