

Park District Headquarters 4600 Crestmore Road Jurupa Valley, CA 92509 951/955-4310 Riverside County Regional Park & Open-Space District Advisory Commission Meeting

> Thursday, November 7, 2024 **R E V I S E D A G E N D A**



Meeting Location: Park District Headquarters, 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 2024-20 Approval of Minutes of September 5, 2024.
- 5.0 Special Recognition
 - 5.1 2024 Promotions
 - 5.1.1. Adrian Ortiz, Sr. Park Ranger
 - 5.1.2. Anthony Miller, Facilities Project Manager II
 - 5.1.3. Issac Gutierrez, Park Ranger I
 - 5.1.4. Jamie Florimon, Park Ranger II
 - 5.1.5. Jason Timme, Park Ranger II
 - 5.1.6. Justin Carmichael, Interpretive Services Supervisor
 - 5.1.7. Nori Gardner, Park Ranger Supervisor
 - 5.1.8. Ramon Victorio, Park Ranger I
 - 5.1.9. Ray Beall, Park Ranger I
 - 5.1.10. Rob Phillips, Park Ranger II
 - 5.1.11. Ryan Rodriguez, Park Ranger Supervisor
 - 5.2 Badge Presentations
 - 5.2.1. Adrian Ortiz, Sr. Park Ranger
 - 5.2.2. Jamie Florimon, Park Ranger II
 - 5.2.3. Rob Phillips, Park Ranger II
 - 5.2.4. Jason Timme, Park Ranger II

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



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

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

10.0 New Business

10.1 2023-2024 Annual Report – Receive & File Job Code: 2024-21 Robert Williams, Chief

11.0 Tentative Future Agenda Items

- 11.1 OHV Feasibility Study Update
- 11.2 Workshop Refresh for Commissioners on their roles on the DAC
- **11.3** Park Foundation Update (early 2025)
- 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 79, 202<u>5</u>4, 1:30 p.m. at Gilman Ranch – Wagon Museum – 1901 W. Wilson St., Banning, CA 92220 (Date and/or location subject to change).

15.0 Adjournment



STAFF REPORT



Agenda Item No. 10.1 Date: 11/07/2024 Job Code: 2024-21

Prepared by:	Robert Williams, Bureau Chief
For:	District Advisory Commission
Subject:	FY 2023/2024 Annual Report
Recommendation:	Receive and File

Background:

Each year, the District compiles an Annual Report summarizing its fiscal year accomplishments. The attached report presents detailed metrics for each unit/division, highlighting key indicators of our performance. This year, the District expanded the employee recognition program, monitored trail usage, tracked Guest Services customer inquiries, and identified Marketing and DMT ServiceNow tickets. The report concludes with our Balanced Scorecard, providing a quick snapshot of our overall performance.

Attachment: 2023-24 Annual Report





Agenda Item No. 13.1 Date: 11/07/2024

Prepared by:	Kyla Brown, General Manager
For:	District Advisory Commission
Subject:	Miscellaneous Items of Interest

- 1. Lake Cahuilla We have received the draft long-term lease from the BOR. We anticipate taking the agreement to the board in December after review by legal counsel is complete.
- 2. State of the County Parks' executive team members attended the State of the County event on October 24, 2025.
- 3. Outdoor Equity Since September 1, 2024, RivCoParks has utilized Outdoor Equity Funds to host five special events, providing over 1,700 individuals with free access to recreational opportunities across regional parks, nature centers, and historic sites. In partnership with Reach Out, we also hosted the annual Día de los Muertos celebration at Rancho Jurupa Regional Park, drawing over 1,600 community members. Additionally, four (4) Library Passes were made available to the Palo Verde Valley Library in Blythe, CA. There are now a total of 82 passes distributed across 22 branches throughout Riverside County. Attendance at Outdoor Equity Events was as follows:

EVENT	LOCATION	ATTENDANCE
Bark in the Park	Idyllwild Nature Center	376
Spooky Side of Nature	Gilman Ranch	435
Trail of the Acorn	Idyllwild Nature Center	380
Fall Fest	San Timoteo Canyon Schoolhouse	150
National Preparedness Month Fishing Clinic and Fair	Rancho Jurupa Park	363

Board of Supervisors/Directors Actions

<u>DATE</u> 9/10/24	<u>M.O</u> . 13.1	SUBJECT Adoption of Resolution No. 2024-004, Accepting a Grant of Easement from the Department of the Army and Approval of the Agreement and Grant of Easement for the Santa Ana River Trail Phase 4 Segment (Alcoa Dike) located at Prado Flood Risk Management Basin between the Riverside County Regional Park and Open-Space District and the Department of the Army; CEQA Exempt per State CEQA Guidelines Sections 15061(b)(3); District 2; [\$0]
	13.2	Approve and Amend the Existing District's 2022 On-Call Professional Services Providers List, Fiscal Limits, and On-Call Professional Services Agreement Template; between the District and 42 Service Providers; All Districts. 4 Years; [\$37,000,000 Total Cost - 75% FUND 21735 (American Rescue Plan Act (ARPA)); 25% FUND 33100 (Park Acq & Dev, District]
	13.3	Approve Addendums to Plans and Specifications, Accept the Low Bid, and Award the Contract for Construction of the Santa Ana River Trail (SART) Wayfinding Signage Program Project to Monarka Development Corporations DBA Express Sign & Neon; Districts 1 & 2 [\$568,806 Total Project Cost – American Rescue Plan Act (ARPA) Funds 100%]
10/22/24	13.1	Approve Addendum No. 1 and 2 to Plans and Specifications, Accept the Low Bid, and Award the Contract for the Lawler Lodge ADA & Cabin Updates Project; Approve Allocation of American Rescue Plan Act (ARPA) Funds; Approve Reallocation of American Rescue Plant Act (ARPA) Funds; District 4 [\$3,161,026 Total Project Cost – 89% ARP Act Coronavirus Relief Fund 21735 and 11% Park Acq & Dev, District Fund 33100](4/5th Vote Required)
11/05/24	13.1	Ratify and Approve the Professional Service Agreement with Diamond Environmental Services, LP for District Wide Septic Pumping Service; All Districts. [Total Cost \$511,164.00 - up to \$76,674.60 in additional compensation, Regional Park & Open Space District Fund 25400 100%]
	13.2	Approve the Second Amendment to Task Order #1 to the Consulting Services Agreement for the Lawler Lodge ADA and Cabin Improvements with Black O'Dowd and Associates, Inc. dba BOA Architecture to increase the total Task Order amount by \$49,200 from \$161,861 to \$211,061; District 4 [Total Cost \$211,061; up to \$21,106.10 in additional compensation - 100% American Rescue Plan Act (ARPA) Fund 21735]
	13.3	Approve Addendums to Plans and Specifications, Accept the Low Bid, and Award the Contract for the Hidden Valley Nature Center Modernization Project; Approve Allocation of American Rescue Plan Act (ARPA) Funds; District 2 . [\$4,255,041 Total Project Cost – ARP Act Coronavirus Relief Fund 21735 94%; Park Acg & Dev, District Fund 33100 6%]

- 13.4 Approve the First Amendment to Task Order #1 to the Consulting Services Agreement for Off Highway Vehicle (OHV) Tier 4 Feasibility Study with KTU&A to increase the total Task Order amount by \$26,903 from \$438,045 to \$464,948 effective through September 30, 2025; All Districts [Total Cost \$464,948; up to \$46,494.80 in additional compensation; 95% American Rescue Plan Act (ARPA) Fund 21735; 5% Park Acq & Dev, District Fund 33100]
- 13.5 Approve Addendums to Plans and Specifications, Accept the Low Bid, and Award the Contract for the Lake Cahuilla Veterans Regional Park Modernization Project; District 4.[\$9,788,799 Total Project Cost – American Rescue Plan Act (ARPA) Fund 21735 - 100%]
- 13.6 Approve Addendums to Plans and Specifications, Accept the Low Bid, and Award the Contract for the Lake Skinner Recreation Area Modernization Project; Approve Allocation of Development Impact Fee Funds to the Riverside County Regional Park and Open-Space District for Western Regional Park Facilities Expansions; District 3 [\$8,306,429 Total Project Cost – ARP Act Coronavirus Relief Fund 21735 76%; Western Riverside County Regional Park Facilities Development Impact Fee (DIF) Fund 30528 12%; Park Acq & Dev, District Fund 33100 12%]
- 13.7 Ratification and Approval of the Grant Agreement Between the State of California Wildlife Conservation Board, Southern California Mountains Foundation, and Riverside County Regional Park and Open-Space District; Approval of the Notice of Unrecorded Grant Agreement for the Louis Robidoux Nature Center Nursery and Restoration; CEQA Exempt per State CEQA Guidelines Section 15061(b)(3); District 2. [\$0]
- 13.8 26276 : REGIONAL PARKS AND OPEN SPACE DISTRICT: Approval of Hidden Valley Farmland License Agreement between Riverside County Park and Open-Space District and Rusemad Ventures, Inc., to farm waterfowl-friendly crops and host annual community events for a term of 5 years; CEQA Exempt per State CEQA Guidelines Section 15061(b)(3); District 2 [\$0]
- 13.9 Approve revised Project Budget for the Santa Ana River Bottom (SARB) Maintenance Facility; Approve Allocation of American Rescue Plan Act (ARPA) Funds; District 2 [\$6,133,135 Total Cost – 97% ARPA Fund 21735 and 3% Park Acq & Dev, District Fund 33100](4/5 Vote Required)
- 13.10 Approve Project Budgets for the Santa Ana River Trail Wayfinding Signage Program Project and the Kabian Park Improvements Project; District 2 and District 1; [\$2,971,406 Total Cost – 100% American Rescue Plan Act (ARPA) Fund 21735]

Calendar of Park District Events:

November 7, 2024 D4 Regional Park Feasibility Study - Fall Community Meeting # 4 (Herbert Hoover Elementary School)

- November 9, 2024 Fishing Derby (Lake Cahuilla)
- November 9, 2024 Saturday Night Cinema (Rancho Jurupa Park)
- November 15, 2024 Groundbreaking SARB Maintenance Facility (Park HQ)
- December 14, 2024 Old Tyme Christmas (Gilman Historic Ranch)



Riverside County Regional Park and Open-Space District

Kyla Brown, Parks Director / General Manager

District Advisory Commission Planning Project Update

November 1, 2024

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 community center, parking, lighting, ADA paths, among other amenities at at Gilman Historic Ranch and Wagon Museum
- Consultant: RHA Landscape Architects Planners, Inc.
- Estimated Completion: 2027
- Status:
 - RHA is working on construction documents with a new location for the community center/event space. Environmental analysis continues for CEQA compliance.
 - Seeking additional \$7M in project funding to construct.

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:
 - Appraisals for properties received and working with real estate team to finalize them and determine next steps.

PK-7308 Butterfield Trail – Stoffer Property Staging Area \$239,000

- Funding: DIF
- **Project**: Environmental and Preliminary Egineering for a staging area and three miles of trail.
- Consultant: UltraSystems
- Estimated Completion: 2024
- Status:
 - Environmental and engineering continues on trail design.

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Book your next reservation at: www.RivCoParks.org

ARPA PROJECTS PROGRESS REPORT:

Lake Skinner Sewer/Water (PK-ARPA003)

Consultant: IDS Group Parks PM: Oscar Ricardo ARPA Budget: \$1.5 million Construction: Nov '24-Aug '25 PS&E Complete: 100% Authorization to Bid: Aug 27, 2024 Open Bids: Sep 19, 2024 Awarded Bid: Nov 5, 2024

Project Description: Replacement of damaged or inoperable water valves in Campground A, B, and C; installation of new backflows.

Project Update: RivCoParks is packaging this project along with PK-ARPA004 Repaving, and PK-ARPA011 Boat Launch projects. Projects received authorization to bid on August 27, 2024.

Lake Skinner Repaving Projects (PK-ARPA004)

Consultant: TLMA Parks PM: Oscar Ricardo ARPA Budget: \$1.8 million Construction: Jan-Feb 2025 PS&E Complete: 99% Authorization to Bid: August 27, 2024 Open Bids: September 19, 2024 Awarded Bid: November 2024

Project Description: Resurfacing of approximately 8,020 s.f. (1.5 miles) of Warren Road from the road split just north of the park entrance check-in booth to the pedestrian crossing at the park store as you enter the park proper; modifying cross slope in select areas for better drainage conveyance and resurfacing of approximately 222,000 sf of asphalt pavement for Lake Skinner Camp Store Parking Lot.

Project Update: Plans, specs and Estimates are 100% complete and were authorized to bid by the Board of Supervisors on August 27, 2024.

Rancho Jurupa Paving (PK-ARPA005)		
Consultant: TLMA		
Parks PM: Oscar Ricardo		
ARPA Budget: \$3 million		
Construction: Jan-Feb 2025		

PS&E Complete: 95% Authorization to Bid: August 27, 2024 Open Bid: Sept 2024 Awarded Bid: Dec 2024

Project Description: Resurfacing approximately 90,900 s.f. of the fishing lake's parking lot and installing approximately 4,300 s.f. of new roadway pavement for the Lakeview Campground located in the west central and west southern portions the Rancho Jurupa Park.

Project Update: Plans, Specs and Estimates are 100% complete. The project was authorized to bid by the board on August 27, 2024.

OHV Feasibility Study (PK-ARPA006) Consultant: KTUA Parks PM: Lynda Ramos ARPA Budget: \$500,000

Project Completeness: 15% Estimated Completion: Fall 2025

Project Description: Project continues on previous 2022 OHV Feasibility Study where over 30 sites were studied and was narrowed down to four. This feasibility study further dives into the four sites plus an additional two that were added later. The sites include Double Butte Site, Banning North Site, Banning South Site, Coachella South, San Timoteo, and Rochelle Site. This feasibility study requests that a consultant narrow down the best site plus one alternative.

Project Update: KTUA continues to work on the cultural resources constraints analysis and project website development. Right of entry agreements are currently being drafted by Staff for the on-site surveys that need to take place. KTUA is preparing for the mobilization of site visits for San Timoteo and Double Butte.

RivCoParks Tourism Project (PK-ARPA007) Consultant: N/A Parks PM: Michael A./Gaby A. ARPA Budget: \$ 417,468

Project Completeness: 73% Estimated Completion: Nov 2024

Project Description: RivCoParks hosts a number of events each year through non-profit partnerships and provides nature and history-based education to localschool districts throughout Riverside County. The Tourism Recovery Program waives fees and funds District-sponsored activities associated with these services, providing much needed relief to non-profits and school districts (which were impacted as a result of the pandemic and face economic difficulties arising therefrom) who host events in Riverside County facilities.

Project Update: No new updates.

D4 Feasibility Study (PK-ARPA008) Consultant: Webb Associates Parks PM: Lynda Ramos ARPA Budget: \$250,000

Project Completeness: 35% Estimated Completion: Fall 2025

Project Description: Feasibility report to identify potential sites for new regional park in District IV.

Project Update: Website is live, and social media posting is underway. Webb is making the final edits to the opportunities and constraints report. The dates and times for the upcoming community outreach meetings in the fall are being finalized.

Santa Ana River Bottom (SARB) Maintenance Yard (PK-ARPA009)Consultant: DBAPS&E Complete: 100%Parks PM: Anthony MIllerAuthorization to Bid: June 4, 2024ARPA Budget: \$5 millionOpen Bids: July 2024Construction: Sept.'24-Oct. '25Awarded Bid: August 27, 2024

Project Description: RivCoParks established a Santa Ana River Bottom Ranger Unit to work collaboratively with other county and municipal agencies to deliver compassionate and humane services to unsheltered individuals along the river bottom. This project builds a maintenance shop, office space, and meeting room for the new team as they conduct their activities.

Project Update: The Notice of Intent was issued to the lowest bidder on July 11, 2024. Contract awarded by Board of Supervisors August 27, 2024. Groundbreaking ceremony scheduled for November 15, 2025 at 10am.

Santa Ana River Trail Wayfinding (SART) (PK-ARPA010)

Consultant: Alta Planning Parks PM: Oscar Ricardo ARPA Budget: \$1 million Construction Start: Sept '24-Mar '25 PS&E Complete: 100% Authorization to Bid: July 9, 2024 Open Bids: August 5, 2024 Awarded Bid: Sept 10, 2024

Project Description: Signage program for the Riverside County portion of the Santa Ana River Trail which extends from San Bernardino County to the beach in Orange County. Signage will include wayfinding, safety signs, interpretive signs, and distance markers.

Project Update: Bid closed on August 5, 2024, and the Notice of Intent was issued to the lowest bidder on August 5, 2024. Contract was awarded at the Board of Supervisors meeting 9/10/2024. Mobilization has commenced.

Lake Skinner Boat Launch Repair (PK-ARPA011)

Consultant: Infrastructure Engineering Corporation (IEC) Parks PM: Anthony Miller ARPA Budget: \$3 million Construction: Nov '24-Aug '25 PS&E Complete: 99% Authorization to Bid: Aug 27, 2024 Open Bids: September 19, 2024 Awarded Bid: November 5, 2024 **Project Description:** ADA upgrades to include: a new ADA walking path from the existing parking lot to boat launch #1, new ADA prefabricated restroom with attached back-office space, new ADA fish cleaning station, reconfigure the existing parking lot to meet ADA requirements/compliance and a new drive through exit lane from the boat launch ramps.

Project Update: 99% plans were delivered 8/3/24 for final review prior to FM final approval stamp. Authorization to bid approved by the Board of Supervisors 8-27-24. November 2024 is anticipated start date for construction. Metropolitan Water District has no further comments on plans & specs and will lower water levels in March 2025 so the ramp concrete can be cast in the dry.

Santa Rosa Plateau Broadband Project (PK-ARPA012)

Consultant: Frontier Communications Parks PM: Anthony Miller ARPA Budget: \$100,000 PS&E Complete: 100% Bid: Not required Construction Start: March 2024

Project Description: Establish reliable high-speed internet connection at the Santa Rosa Plateau Visitor's Center.

Project Update: Conduit path construction complete on RivCoParks property. Frontier nearing completion of their conduit path crossing Avenida La Cresta and Woodward Ave. RivCoParks and Frontier weekly meeting on to discuss final timeline and work to be done before we are forwarded to the install team for modem/router and activation of service.

Lawler Lodge ADA Improvements (PK-ARPA013)

Consultant: BOA Architecture; Kimley Horn; CRM Tech Parks PM: Anthony MIller ARPA Budget: \$1.5 million Construction Start: Mar '25-Dec '25 PS&E Complete: 100% Authorization to Bid: July 9, 2024 Open Bids: September 4, 2024 Awarded Bid: October 22, 2024

Project Description: ADA updates to Walts Cabin and Scouts Cabin located in the Lawler Lodge area. Updates include the retrofit of existing cabins to ensure entryways have appropriate widths, restrooms can provide wheelchair access, and a community space can be provided for future facility rental.

Project Update: Stamped, approved plans (FM, Fire, Environmental) final stamp received 8/8/24. Bid period opened on 8/12/24 and contract award was October 22, 2024. Construction shall begin March 2025 to avoid snow delays and freezing weather.

Kabian Memorial Park Improvements (PK-ARPA014): **Consultant:** Kimley Horn Parks PM: Oscar Ricardo **ARPA Budget:** \$1.2 million **Construction:** Sep '24 - May '25

PS&E Complete: 100% Authorization to Bid: June 4, 2024 Bid Closes: July 9, 2024 Awarded Bid: August 27, 2024

Project Description: Project includes utility infrastructure updates, entryway enhancements, new restroom, playground ADA upgrades, ADA pathways, and added signage.

Project Update: Contract award approved by Board of Supervisors 8/27/2024. Construction mobilization has commenced.

Lake Cahuilla Master Plan and Amenities Update (PK-ARPA015)			
Consultant: RHA	PS&E Complete: 95%		
Parks PM: Anthony Miller	Authorization to Bid: August 27,		
ARPA Budget: \$11.5 million Construction:	2024		
Dec '24-June '25	Bid Opening: September 26, 2024		
	Awarded Bid: November 5, 2024		

Project Description: Project includes master plan for park which will be its own standalone RFP (In progress), pool repairs and ADA updates, restroom modernization, fishing area improvements, playground upgrades, slurry and re-striping of roadways and parking lots, campground amenity upgrades, basketball and pickleball court, and enhanced landscaping.

Project Update: PS & E at 95% and continuing review with Coachella Valley Water District & Bureau of Reclamation as well as Facilities Management.

We have selected Webb Associates to prepare the Master Plan component.

TLMA crack repair/slurry seal project for park roads bid was awarded for August construction.

Hidden Valley Nature Center Proposal (PK-ARPA016): **Consultant:** Community Works Design Group Parks PM: Oscar Ricardo **ARPA Budget:** \$2.5 Million **Construction:** Nov '24-Jun '25

PS&E Complete: 100% Authorization to Bid: July 9, 2024 Bid Opening: September 12, 2024 Awarded Bid: November 5, 2024

Project Description: Install a new prefabricated restroom, construct a new septic system for the restroom, reconfigure the existing parking lot to meet ADA requirements/compliance, renovate/beautify the existing entry area, construct new ADA

compliant concrete walking paths, construct new outdoor classroom with shade structure, construct new art area with shade structure, renovate existing Amphitheater to meet ADA compliance and install new shade structures.

Project Update: Contract was awarded on November 5, 2024 and mobilization will commence in December.

Hurkey Creek Improvements (NEW): Consultant: TBD Parks PM: Anthony Miller ARPA Budget: \$.5 Million + \$.5 Million DIF Construction: TBD

PS&E Complete: 0% Authorization to Bid: N/A Bid Opening: N/A – Utilizing JOC Awarded Bid: December 3, 2024

Project Description: Restroom maintenance to include roof replacement and painting, playground updates, landscaping imrovements, and misc. structure repairs.

Project Update: This will be a newly awarded project. Parks is partnering with FM to utilizing their Job Order Contracting abilities to hire a contractor to complete the required work. We anticipate going to the board on December 3 for contract award.