



## Regional Parks

BEAHTA R. DAVIS  
Director

**MINUTES  
SAN BERNARDINO COUNTY  
REGIONAL PARKS ADVISORY COMMISSION  
2:30 P.M.  
Wednesday, March 21, 2018**

Held at: General Services Building  
Regional Parks/Airports Conference Room  
777 E. Rialto Avenue  
San Bernardino, CA 92415

**1.0 MEETING CALLED TO ORDER:**

Chairperson Ryan called the meeting to order at 2:38 P.M.

**2.0 ROLL CALL:**

San Bernardino County

Commission Members Present:

Scott Ryan, First Supervisorial District  
Louis Gamache, Third Supervisorial District  
Nicole R. Van Winkle, Fifth Supervisorial District  
Steven Farrell, Member-At-Large  
Bob Mitchell, Member-At-Large

Staff:

Beahta Davis  
Beverly Pickens

Commission Members Absent:

Michael Kreeger, Fourth Supervisorial District  
Sam Stavros, Second District

**3.0 GUESTS/MEDIA**

Jeff Sorenson, 4<sup>th</sup> District Board of Supervisors  
Laurie Marsden, 1<sup>st</sup> District Board of Supervisors

**4.0 MINUTES APPROVED –Wednesday February 14, 2018**

Motion: Commissioner Farrell  
Second: Commissioner Gamache  
Abstained: Commissioner Mitchell

**BOARD OF SUPERVISORS**

ROBERT A. LOVINGOOD  
Chairman, First District

JANICE RUTHERFORD  
Second District

JAMES RAMOS  
Third District

CURT HAGMAN  
Vice Chairman, Fourth District

JOSIE GONZALES  
Fifth District

Gary McBride  
Chief Executive Officer

5.0 **INFORMATION ITEMS - OLD BUSINESS**

**RESERVATION SYSTEM**

Mrs. Davis thanked the Commissioners for taking the time to look at the reservation system and providing feedback. Commissioner Kreeger was able to access the site and provide feedback. The vendor is working on additional changes and getting the reservation system to where it needs to be before going live.

**PARK OVERVIEWS**

Mrs. Davis stated this is our slow season so we are addressing maintenance at the parks.

Prado's irrigation system has been repaired. The sewer construction project by the City of Chino is moving forward.

Cucamonga Guasti's irrigation system has received approval by the inspector and is up and running. Repairs on the pool are underway; sandblasting and painting are complete. The waterslides have been repaired. The air gap project is complete. Special Districts did a great job on the air gap project.

Pool managers have been hired for the swim complexes. Cucamonga Guasti and Yucaipa have hired lifeguards. Glen Helen is hiring lifeguards. Mrs. Davis stated if the commission members knew anyone interested in a summer job to let them know Regional Parks is hiring. Commissioner Ryan asked the anticipated opening date for the swim complexes. Mrs. Davis responded Memorial Day weekend.

Mrs. Davis asked if the commission had the information regarding Barbara Wormser for the Yucaipa Stage. Commissioner Mitchell stated he had not heard back from anyone he contacted.

**COMMISSION GOALS FOR THE UPCOMING YEAR**

Commissioner Ryan stated he would like the commission to come up with goals for the year. Commissioner Ryan stated he would also like to get Mrs. Davis' goals to see what the priorities are for the department. Commissioner Farrell suggested discussing the commission goals after reviewing the Commission Guidelines. Commissioner Ryan agreed.

Commissioner Mitchell asked about the dirt excavation Commissioner Gamache mentioned at the last meeting regarding the Glen Helen Raceway. Commissioner Mitchell stated the commission visited the site about 3 years ago. The concession operator drove them around the area. Commissioner Mitchell stated the concessionaire was using areas outside of their lease up into the mountain area behind the park. Mrs. Davis stated the dirt excavation Commissioner Gamache mentioned was investigated. Staff went out the next day; they were asked to stop the project. Staff met with the concessionaire the following week. The concessionaire was told they need to let staff know before they start projects so they can be approved by the County. The concessionaire has been amenable when any concerns have come up regarding the site. Based on the staff visit they were within their lease area. Commissioner Mitchell asked

about the contract the raceway has with ESPN. Mrs. Davis stated the department is working to restate the raceway contract. Commissioner Gamache stated the area adjacent to the wash has a drainage impact and is a concern. Commissioner Gamache asked about contract language when Institution Road is closed and the impact on the adjacent neighborhoods. Mrs. Davis stated she would clarify that with the raceway.

6.0 **DIRECTOR'S REPORT:**  
**CIP Update**

Requested 5 year CIP. A list was put together but we are still working on it. Mrs. Davis stated she would like to have her full team on board and revisit the 5 year CIP plan before providing the plan to the commission.

The event gate at Yucaipa is moving forward; the contract is out to bid. The ADA restroom is complete. The new parking lot needs to be striped. The fishing platform is under construction. The middle lake has been lowered for the construction project. The gates will open at 5:00 a.m. for the derby to alleviate some of the traffic issues from previous years.

Moabi road replacement will begin after the summer season.

The first round of the roof projects have been completed at Calico. If you visit Calico check out Old Miners Cafe it looks great with the new roof and ceiling. The second round of the roof projects will begin soon (5 additional shops). Park office rehabilitation will include HVAC upgrade in January. Once the office rehabilitation project is complete bus drivers will have access to the breakroom. Some of the bus drivers use this time to clean out their bus or they go to eat in one of the restaurants. Campground O DG project is complete. The reverse osmoses project is in the planning/design phase. Commissioner Mitchell asked if the osmoses system was out to bid. Commissioner Ryan asked if it was for the whole town. Mrs. Davis responded she believed so; but would have an update next week and would provide an update at the next meeting.

Prado & Yucaipa electrical upgrades have been approved. Currently waiting for a project manager to be assigned.

Playground resurfacing at Yucaipa, Mojave Narrows and Cucamonga Guasti have all been approved.

Lake Gregory sediment bio-retention project is complete. The dam rehabilitation project groundbreaking is scheduled for March 28<sup>th</sup> at 10 a.m. The project is moving forward; the trees on the dam have been removed. Mrs. Davis invited the commissioners to the groundbreaking.

Commissioner Gamache recused himself. Santa Ana River Trail Phase III is moving forward. We are still in the design phase. The \$3 million grant from the Coastal Conservancy for Phase III has been extended for two years. Commissioner Mitchell asked if Phase III was Waterman to California. Does that include the railroad track? Mrs. Davis responded that Phase III was split into two reaches. The section with the

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railroad crossing is in Reach B. Mrs. Davis stated she is meeting on Monday with Public Works. Commissioner Mitchell stated the problem with the track is the equestrian access. Keep in mind that the equestrian access needs to be addressed at the tracks. Commissioner Gamache returned to the meeting.

### **Monthly Reports**

Mrs. Davis stated waterslide maintenance issues have been addressed. Beginning April 2<sup>nd</sup> the parks will begin getting ready for swim season. Pre-walk through will be scheduled at the end of April or beginning of May with Environmental Health Services. A walk through was held in November with Environmental Health Services identifying what needed to be fixed. They have been very helpful. Commissioner Van Winkle asked if there were any major modifications to the waterslide maintenance. Mrs. Davis responded there were some minor maintenance repairs. There were major repairs completed on the waterslide columns at Cucamonga Guasti. Commissioner Van Winkle asked if DOSH had to come back out to look at the columns. No they had not.

The department organizational chart was distributed to the commission. Commissioner Mitchell asked which positions were filled and vacant. Mrs. Davis stated the following positions are vacant:

- Park Operations Chief and Administrative Supervisor in the administrative office.
- General Services Worker at Yucaipa due to a promotion
- Assistant Park Superintendent at Glen Helen
- One General Services Worker positions at Calico
- General Services Worker position at Moabi.

Commissioner Mitchell asked if there were any plans for additional in-house staff at any future date or is that part of your five year goal. Mrs. Davis stated she has an outstanding team. After vacancies have been filled then a determination of whether additional staff are needed can be made. Commissioner Ryan stated at Mojave Narrows you only have four full-time positions and only one Park Ranger; what happens when the ranger is on vacation? Mrs. Davis responded the park would be covered by a Ranger or Superintendent from Calico. Commissioner Ryan asked if we are still planning on closing the park two days a week during the summer. Mrs. Davis responded we are currently investigating what we can do at the park. We are evaluating summer hours at every facility. Commissioner Ryan asked if there was a camp host at Mojave Narrows. Mrs. Davis responded no, we are currently evaluating the camp host program. Commissioner Ryan asked if we were eliminating the camp host program. Mrs. Davis responded that we are evaluating the program. Commissioner Farrell asked about the advertisement for concessionaires. Mrs. Davis responded quarterly solicitations were put out for Calico and Mojave Narrows. Commissioner Farrell and Commissioner Ryan stated the organizational chart was helpful.

Goals - Mrs. Davis stated she has been with the department for six months. One of her goals is to be fully staffed in the administrative office and in the parks in the next six months. In the next six months a complete assessment of maintenance and capital projects at each park. Revisions to the special event process are in progress. Kristie

Stevens will coordinate internal events, and external events will be coordinated by the Park Operations Chief. The new process involves the park lead in the process. In one year an improved marketing and social media plan. Increased Regional Parks sponsored events at the parks. Complete the prioritized plan for maintenance including a maintenance schedule. An updated prioritized CIP project list. Prado Master Plan complete a year from now. A completed staff training program. A completed revised operations manual that includes an emergency plan for each park. Mrs. Davis stated the 5 year plan will be created when the leadership team is complete. Commissioner Van Winkle asked if the maintenance plans would be full blown maintenance management plans. Mrs. Davis responded yes.

The monthly event update list was distributed to the Commission.

We are working on the schedule for the park visits in May and October. Hope to have the schedule finalized by the April meeting.

#### 7.0 **NEW BUSINESS:**

##### **Commission Guidelines**

The commission guidelines were discussed. Commissioner Farrell stated it surprised him that this isn't updated other than the gender sensitivity. Mrs. Davis stated this is an opportunity for the commission to make changes or adjustments. Commissioner Farrell stated there are some inconsistencies regarding the Brown Act. Commissioner Farrell asked if we are succeeding in this or have we over the years moved away from the guidelines. We have seen a significant change since Mrs. Davis has come on board. He would like clarification of the role of the commission and how the commission interacts with the Board of Supervisors and Department. Discussion was held regarding the guidelines. Commissioner Mitchell stated he would like to receive things before they happen. Currently we are getting information after it has happened nothing the commission could do regarding a recommendation since it already happened. Commissioner Gamache stated he sees less of a need for the commission to be involved in the RFP process. He sees the Commission as having a collaborative role serving as a resource and a sounding board, also to inform and drive the agenda of the director as representatives of the public. Commissioner Ryan stated strategic plans and master plans outside of the purchasing side is an area the commission can participate in. Commissioner Gamache stated policies and procedures are an area we could assist in. It is unnecessary to complicate matters. Commissioner Mitchell stated projects should be brought to the commission before they are approved. Commissioner Van Winkle stated she can see a little bit of both sides; the commission is a balance between the department desires and the Board of Supervisors desires. Mrs. Davis stated that based on her previous experience her expectation is that since each commissioner is appointed by a Supervisor, you are meeting and communicating with that Supervisor on a regular basis.

##### **COMMISSION GOALS**

Commissioner Mitchell stated he has one goal from the first meeting he attended; the commission sending a letter to the Board of Supervisors cooperatively as a whole commission. Mrs. Davis stated the minutes are a form of communication from the commission to the Board of Supervisors.

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Commissioner Farrell stated one of the things he would like to say to Board of Supervisors is congratulations for hiring someone who has really made a difference. Commissioner Gamache agreed.

A motion was made to move forward with the guidelines as modified. Motion by Commission Gamache; second by Commissioner Mitchell. Motion carried.

### 8.0 **PUBLIC COMMENTS:**

Jeff Sorenson stated that the procurement process is what has been done so far with the Prado Master Plan RFP. Once it is awarded there will be one year of public comment on the master plan. Mr. Sorenson suggested speaking with Supervisor Ramos regarding naming the stage at Yucaipa.

### 9.0 **COMMISSION COMMENTS:**

Commissioner Mitchell asked for an update on the camping facility at Glen Helen at the next meeting. Mrs. Davis responded she could provide the update now. There is a campground host. Campers are attending the facility. Sometimes the site is used for parking for the Sheriff's Rodeo event. There has been a gradual increase in use. A full site is often associated with a concert or other special event. Commissioner Mitchell asked about access to the park and crossing Glen Helen Parkway. Mrs. Davis responded it is not an issue unless there is an event. Some events have traffic control to assist with this concern. Commissioner Ryan asked when you say the campground is full is the venue using it or are campers using it. Mrs. Davis responded yes if it is associated with an event, either campers or the venue could be using it. Commissioner Ryan asked if the department received additional revenue when the campground is used for an event. Mrs. Davis responded yes if it is a full park closure the department receives additional revenue.

Commissioner Farrell asked if a date had been set for the tour in May. Discussion was held regarding potential dates. A doodle poll was suggested. Mrs. Davis stated Ms. Pickens would set up a doodle poll and send it out.

Commissioner Van Winkle stated she is excited for the May tour of the parks.

Commissioner Ryan stated the FOR Parks event held on March 3<sup>rd</sup> at the Oak Hills Brewery turned out well. There were 40 people in attendance. A Paint Night has been scheduled in April. The event has sold out. FOR Parks will possibly schedule another Paint Night later in the year. FOR Parks has teamed up with Rocky Mountain Chocolate Factory selling their apples for \$6-\$10. They will donate 40% of sales back to FOR Parks. FOR Parks is targeting Administrative Professionals day. A wine tasting event is scheduled May 6<sup>th</sup> at State Street Winery in Redlands if you are interested please let Commissioner Ryan know or visit the website. This event always sells out. FOR Parks has been setting up a booth at the derbies selling packaged food and drinks. A meeting is scheduled with the Friends of Mojave Narrows on the 30<sup>th</sup> to discuss involvement with Regional Parks.

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The meeting in April is scheduled on the 18<sup>th</sup>.

The park tour in May would be the May meeting. The date will be determined once responses to the doodle poll are received.

Meeting adjourned at 4:14 p.m.