San Dieguito River Park
Joint Powers Authority
18372 Sycamore Creek Road
Escondido, CA 92025
(858) 674-2270 Fax (858) 674-2280
www.sdrp.org

SAN DIEGUITO RIVER PARK
JOINT POWERS AUTHORITY
11:00 a.m. – 12:30 p.m.
Friday, May 18, 2018
County Administration Center
1600 Pacific Highway, Room 302/303
San Diego

Speaker slips will be available. Please fill out a slip and give it to the Chair prior to the meeting if you wish to speak to an item on the agenda. The Board may take action on any item listed on the Consent or Action Agenda.

Introductions and Announcements

Pledge of Allegiance

Approval of the Minutes of April 20, 2018 (Page 3)

Executive Director’s Report

Award Scholarships to Canyon Crest Academy Seniors, Keana Oldham and Grace Wesson

Public Comment

This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board and not appearing on today’s agenda. Comments relating to items on today’s agenda are to be taken at the time the item is heard. Pursuant to the Brown Act, no action shall be taken by the Board on public comment items.

DISCUSSION/ACTION

1. Adopt Resolution 18-2 Declaring That Governing Body Members and Volunteers Shall be Deemed to be Employees of the District For the Purpose of Providing Workers’ Compensation Coverage for Said Certain Individuals While Providing Their Services (Page 9)

2. Adopt Revised Personnel Policy (Page13)
3. Scoping Questions/Concerns for Proposed Orosco Ridge Mountain Bike Trail System (Page 21)

4. Receive and Distribute Third Party Audit Report for Year Ending June 30, 2017 (Page 37) Due to the large size of the audit report, the entire document can be viewed and downloaded here.

INFORMATION

5. Project Status Updates
   a. Founders Tribute
   b. Pamo Valley Trail
   c. Coastal Ranger Station

6. Coordination Reports (oral)
   a. San Dieguito River Valley Conservancy
   b. Friends of the San Dieguito River Valley
   c. Volcan Mountain Preserve Foundation
   d. San Dieguito Lagoon Committee
   e. Friends of Sikes Adobe

7. Jurisdictional Status Reports
   An opportunity for the Board members to report on actions taken within their jurisdictions to further the park planning process.

8. Communications

If you have any questions, please call Kevin McKernan at (858) 674-2270 Ext. 15

****Due to the high cost of printing and mailing the JPA and CAC agendas, the JPA has converted to an email distribution of both agendas. Please advise the office at 858 674-2270 if you do not have an e-mail address and want other arrangements to be made. The agenda and minutes are available at no cost on the San Dieguito River Park web site at www.sdrp.org
SAN DIEGUITO RIVER PARK
JOINT POWERS AUTHORITY

Minutes of April 20, 2018

MEMBERS PRESENT
Dave Grosch - Chair
Dwight Worden
Barbara Bry
Mark Kersey
Dianne Jacob
Judy Hegenaurer
Jeff Barnouw
Dustin Fuller

MEMBERS ABSENT
Kristin Gaspar - Vice-Chair
Olga Diaz

VISITORS/STAFF PRESENT
Kevin McKernan
Wayne Brechtel
Shawna Anderson
Brenda Miller
Alice Brown
Jacqueline Winterer
Bill Michalsky
Steve Hadley
John Barone
Deborah Mosley
Michael Meram
Brad Bartlett
Trish Boaz
Gretchen Kelly
Linda Unrue
David Norgard
Chelsea Jander
Adam Wilson
Betty Wheeler

REPRESENTING
City of Poway
City of Del Mar
City of San Diego
City of San Diego
County of San Diego
City of Solana Beach
Citizens Advisory Committee
22nd District Agricultural Association

REPRESENTING
County of San Diego
City of Escondido

San Dieguito River Park JPA
JPA Counsel
San Dieguito River Park JPA
San Dieguito River Park JPA
San Dieguito Lagoon Committee
Friends of the San Dieguito Lagoon
Sierra Club
San Diego City Council District 1
City of San Diego
County of San Diego
San Diego City Council District 5
San Dieguito River Valley Conservancy
San Dieguito River Valley Conservancy
DAR DeAnza Chapter
Regent DAR DeAnza Chapter
County Parks Department
County Parks Department
County Supervisor Office District 2
Del Mar Resident

Introduction and Announcements

Chair Grosch convened the meeting at 11:00 AM in the County Administration building, 1600 Pacific Highway, Room 302/303, San Diego, CA 92101
Pledge of Allegiance

Chair Grosch invited all to stand and recite the Pledge of Allegiance.

Approval of Minutes of January 19, 2018

Boardmember Worden made the motion to approve the minutes of January 19, 2018 and Boardmember Barnouw seconded the motion.

Yes votes: Grosch, Jacob, Worden, Barnouw, Hegenauer, Bry, Kersey
Absent: Gaspar, Diaz

Executive Directors Report

Executive Director McKernan reported on the many events held in the Park since January: Rancho Bernardo tree planting at Sikes, Valentine Teas, SDRP Budget sub-committee meetings, SDRP and County Parks staff hike the future segment of Coast to Crest Trail on Santa Ysabel Preserve, volunteer recruitment with 40 volunteers attending, volunteer appreciation with 100 in attendance, 12 photography and race events drawing 1,800 people to the park. Director McKernan also gave the budget snapshot for the 3rd quarter FY 17-18 including the cash balance, project status, endowments, and a report showing the actual staff time spent in each jurisdiction.

Presentation on Santa Ysabel Nature Center by County of San Diego County Department of Park & Recreation

Boardmember Jacob introduced the agenda item. The location of the Santa Ysabel Nature Center is where the San Diego and San Dieguito Rivers meet. The project will be 86 acres highlighting the area and will be the first of its kind in rural San Diego County. Project Manager David Norgard showed a Power Point presentation of the project. The nature center will be 6,000 square feet; it will have an exhibit center, information center, meeting room, outdoor education, surrounded by many Englemann Oak trees, and will connect to parks and other local outdoor areas. The planned opening of the nature center will be in the fall of 2019. The location will be at the north east intersection of highways 78 & 79 in Santa Ysabel.

Public Comment – Regent Linda Unrue and Gretchen Kelly from De Anza Chapter of the DAR invited the Boardmembers and audience to attend a celebration at the Sikes Adobe Historic Farmstead on May 5.

ACTION AGENDA

1. Approval of Proposed FY 18-19 Budget

Executive Director McKernan introduced the agenda item. The Director explained the budget in detail and asked the Board for feedback on amount of detail in the proposed budget. The JPA’s contribution to the employees’ pension has increased significantly. Proposed staff salary increases will be merit based with an increase up to 3%. The proposed increase in member agency contributions is 4.3% and the overall budget increase is 2.8%. Items discussed were personnel positions, endowments, individual board member opinions on the detail of budget, compliments to Executive Director on the well written budget, future policy for reserve budget, and a thank you to Solana Beach for their annual contribution. Chair Grosch thanked Boardmembers Diaz and Worden for their help on the sub-committee.
Boardmember Worden made the motion to approve the proposed FY18-19 Budget. Boardmember Barnouw seconded the motion.

Yes votes: Grosch, Jacob, Worden, Barnouw, Hegenauer, Bry, Kersey
Absent: Gaspar, Diaz

2. Review Policy P18-03 San Dieguito River Park JPA Procurement Policy

Counsel Wayne Brechtel stated that the JPA has followed the complicated rules of the County of San Diego and this policy formalizes the process. Executive Director McKernan thanked Counsel Brechtel for his great work.

Boardmember Jacob made the motion to approve Policy P18-03 San Dieguito River Park JPA Procurement Policy. Boardmember Barnouw seconded the motion.

Yes votes: Grosch, Jacob, Worden, Barnouw, Hegenauer, Bry, Kersey
Absent: Gaspar, Diaz

3. Approve Citizen Advisory Committee Membership Requests

Boardmember Barnouw reported that Walkabout International has rejoined the CAC with Carol Carr as the representative and that San Diego Mountain Bike Association has rejoined the CAC with Ben Stone as the representative. The CAC recommends membership to both groups.

Boardmember Bry made the motion to approve the Citizens Advisory Committee membership requests. Boardmember Barnouw seconded the motion.

Yes votes: Grosch, Jacob, Worden, Barnouw, Hegenauer, Bry, Kersey
Absent: Gaspar, Diaz

INFORMATION

4. Project Status Updates
   a. Founders Tribute

   Principal Planner Shawna Anderson reported that the Founders video is being edited and should be finalized soon. A meeting is planned with the sculpture artist on site.

   b. Pamo Valley Trail

   Principal Planner Shawna Anderson shared a Power Point Presentation on the Pamo Valley Trail construction. The project is a three mile long segment in Ramona’s Pamo Valley connecting the Lower Santa Ysabel Truck Trail to the Upper Santa Ysabel Truck
Trail. The trail is being built with California State River Parkways and REI grants, funds from Joan and Monty Griffin through The San Dieguito River Valley Conservancy. The work is being done by JPA rangers and Dust Devil volunteers. Wooden pedestrian – puncheon bridges are being installed. The Arroyo Toad is an endangered species in the area and is being monitored during the construction. Construction of the trail began in October and 2/3 of the trail is done with completion anticipated by the end of this year.

c. Coastal Ranger Station
Principal Planner Shawna Anderson reported that the two final permits will be issued any day.

d. Surf Cup and Fairbanks Ranch Trail Segment
Principal Planner Anderson reported that no trail work in this area has been started.

5. Coordination Reports

a. San Dieguito River Valley Conservancy - Trish Boaz, Executive Director introduced Brad Bartlett, President and reported that the Conservancy made awards to Volunteer of the Year Jim Smith and Donor of the Year Joan & Marty Griffin for contributing $150,000 for the Pamo Valley Trail. Both parties were recognized at the annual volunteer appreciation party. She also announced three new board members: Joe Bonner, Jim Smith, and Alex Killian. The SDRVC Board voted to endorse Proposition 68. Ms. Boaz announced many upcoming events: Lagoon Day, Creek to Bay Clean Up, Bio Blitz, Herp Hangout, Full Moon Hike, graffiti removal project at Clevenger Canyon, Trails & Tails series, reported that over 150 people completed the Coast to Crest Trail Challenge, and passed out save the date cards to the board members for River Valley Fest, October 14.

b. Friends of the San Dieguito River Valley – no report

c. Volcan Mountain Preserve Foundation – no report

d. San Dieguito Lagoon Committee – Alice Brown announced and invited the boardmembers to Lagoon Day at the Birdwing Saturday morning.

e. Friends of Sikes Adobe – no report

Betty Wheeler addressed a previous question of why the JPA has endowment funds in many different financial institutions. Ms. Wheeler reported the details of the endowment fund agreement at the Del Mar Foundation and the board discussed the reason for this endowment.

6. Jurisdictional Status Reports
Boardmember Fuller reported that the 22nd DAA is planting the restoration site and anticipating least tern nesting at the San Dieguito Lagoon. Boardmember Hegenauer reported that the City of Solana Beach launched a CCA (community choice aggregation program) and will be involved with the 100 year anniversary of the Lake Hodges Dam. Boardmember Worden reported that the Del Mar City Council has been studying the ongoing issue of sea level rise and is getting closer to adopting a plan. He reported on a new project being planned on Del Mar City property next to Dog Beach and invited everyone to the City Hall opening celebration June 30. Chair Grosch thanked Boardmember Barnouw and recognized him for his Donor of the Year award.

7. Communications

8. Closed session pursuant to California Government Code Section 54957(b)(1) to evaluate the performance of Executive Director

The meeting adjourned to closed session at 12:17 pm. The Board met in closed session to conduct a review of Executive Director McKernan and no additional reportable action was taken.

ACTION AGENDA

9. Approval of Amended Executive Director Contract

Boardmember Bry made the motion to approve the Amended Executive Director Contract. Boardmember Barnouw seconded the motion.

Yes votes: Grosch, Jacob, Worden, Barnouw, Hegenauer, Bry, Kersey
Absent: Gaspar, Diaz

Chair Grosch adjourned the meeting at 12:52 pm.

These minutes approved by Board Action

__________________    ________________
Date                  Executive Director
ITEM: 1

SUBJECT: Adopt Resolution 18-2 Declaring That Governing Body Members and Volunteers Shall be Deemed to be Employees of the District For the Purpose of Providing Workers’ Compensation Coverage for Said Certain Individuals While Providing Their Services
Resolution No. 18-2
RESOLUTION OF THE GOVERNING BODY OF
THE SAN DIEGUITO RIVER VALLEY REGIONAL OPEN SPACE PARK
JOINT POWERS AUTHORITY DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKER’S
COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the San Dieguito River Valley Regional Open Space Park Joint Powers Authority utilizes the services of Governing body Members and Volunteers; and

WHEREAS, Section 3363.5 of the Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers’ Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

☐ All Members of the Governing Body of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority as presently or hereafter constituted and/or
☐ All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
☐ Individuals on Work-study programs
☐ Interns
☐ Other Volunteers
☐ ________________ [designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority for the purpose of Workers’ Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority for any purpose other than for such Workers’ Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority.

PASSED, APPROVED AND ADOPTED this May 18, 2018 by the following vote:

AYES:
NOES:
ABSENT:

________________________________________
Dave Grosch, Chairman
San Dieguito River Valley Regional Open Space Park Joint Powers Authority

APPROVED AS TO FORM:
November 30, 2017

Ms. Brenda Miller
Office Manager
San Dieguito River Valley Regional Open Space Park Joint Powers Authority
18372 Sycamore Creek Road
Escondido, California 92025

Re: Workers’ Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Ms. Miller,

Recently our excess carrier has made us aware that SDRMA Workers’ Compensation (WC) members need to pass a new Resolution if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers’ compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers’ compensation benefits and their exclusive remedy for recovery against the agency is through the Workers’ Compensation system.

Such Governing Body members and/or volunteers may be covered for workers’ compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to “deem” to be employees for purposes of workers’ compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers’ Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers’ Compensation Resolution as soon as possible by fax or email. A Microsoft Word version of the sample Resolution can be downloaded at http://www.sdrma.org/program-coverages/workers-compensation-program. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrma.org.

Sincerely,
Special District Risk Management Authority

Gregory A. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers
# Workers' Compensation Program Invoice

**Agenda Item 1**  
May 18, 2018  

**San Dieguito River Valley Regional Open Space Park Joint Powers A**  
18372 Sycamore Creek Road  
Escondido, California 92025

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Classification Description</th>
<th>Reported Payroll</th>
<th>Manual Rate per $100</th>
<th>Annual Contribution</th>
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<tr>
<td>8742-P</td>
<td><strong>Non-Paid Governing Body Members</strong></td>
<td>9</td>
<td>$21.19</td>
<td>$190.71</td>
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<tr>
<td>8810</td>
<td>Clerical; Librarians and Clerks</td>
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<td>Manual; including Park and Landscape Maintenance Personnel</td>
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</tr>
</tbody>
</table>

**Indicates per capita rate class code**

**Total Estimated Annual Contribution Based on Manual Rates**:  
$35,669.13

**Contribution as Adjusted by the Experience Modification Factor of 78%**:  
$27,821.92

**Less: *15% Credit Incentive Program Discount**  
- $4,173.29

**Estimated Annual Adjusted Contribution**  
$23,648.63

**Less: Longevity Distribution Credit**  
- $309.00

**Less: 5% Multi-Program Discount**  
- $1,166.98

**Less: Member Plus Online RQ Bonus**  
- $75.00

**Total Estimated Annual Contribution**  
$22,097.65

**Total Contribution Amount Due by July 15**:  
$22,097.65

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Please Return This Copy  
With Your Payment

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Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment. Please return BLUE COPY with your payment. For invoice questions call the SDRMA Finance Department.

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*15% CIP is advanced for purposes of calculating estimated annual invoices, actual CIP earned has been applied to year end audit.

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Special District Risk Management Authority  
1112 | Street Suite 300, Sacramento, California 95814-2665  
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111  
www.sdma.org
JPA Meeting of May 18, 2018

ITEM: 2

SUBJECT: Adopt Revised Personnel Policy
CHAPTER II

Conditions of Employment

Attendance ................................................................................................................. II-1
Employment Site ....................................................................................................... II-1
Equal Employment Opportunity ............................................................................... II-1
Evaluations/Promotion Appraisals ......................................................................... II-1
Executive Director Evaluation ................................................................................ II-2
Hours of Operation .................................................................................................... II-2
Personnel Records .................................................................................................... II-2
Probation .................................................................................................................. II-3
Procedures ................................................................................................................ II-3
Qualifications for Employment ............................................................................... II-3
Temporary Employees ............................................................................................. II-3
Termination of Employment ..................................................................................... II-3
Conditions of Employment

Attendance
Adequate staffing is necessary to achieve the Park’s goals and objectives. Employees are expected to report for work on time each day in accordance with their work schedule, unless prevented by illness or some other serious reason. Vacation or other time off is to be approved in advance by your supervisor. Regular attendance during an employee’s scheduled work-time, reporting for work on time and continuing to work until the end of the work period are expected of each employee. Unsatisfactory attendance, including reporting late or quitting early, may result in disciplinary action - including discharge. If, for any reason, you cannot report for work on time, inform the office manager as far in advance of your starting time as possible. Weekly timesheets must be filled out by the employee and submitted to the office manager.

Employment Site
The usual work site for Park employees is at the Park office, located at 18372 Sycamore Creek Road, Escondido, CA 92025 or at the Coastal office.

Equal Employment Opportunity
The Park will not discriminate in its employment practices. Barring any lawful or valid reasons, all individuals will have equal access to Park employment regardless of their race, color, religion, national origin, ancestry, physical disability, medical condition, marital status, sex, sexual orientation, or age. During employment, employees will be treated without regard to any of the above. The Park’s adopted equal employment opportunity policy is included in this handbook as Attachment 2. The policy is to be followed by all Park employees.

Background Checks
All employees are required to have a fingerprint background check as a condition of employment. Information provided as a result of the background check could be the basis for not hiring or termination of employment.

Evaluations/Promotion Appraisals
The performance review form used by the Park is included in this manual under forms, Attachment 3. New employees should review it promptly to understand the categories and standards by which their performance will be evaluated. Each employee will be evaluated by his/her supervisor at least annually. Performance reviews are also prepared whenever a supervisor feels there has been a major change in the employee’s performance, or if he/she is promoted, demoted, reclassified, transferred or terminated.

Performance reviews are prepared by the employee’s immediate supervisor. Upon completion of the review form, a meeting is held between the employee and the Executive Director to discuss the employee’s performance. If the supervisor is the Executive Director, the Deputy Director will participate. During the
evaluation meeting, the supervisor will review the employee’s performance in a number of categories. Employees are encouraged to ask questions and discuss their professional development, job and career goals during this meeting, and what they would like to achieve during the coming year. The employee has five days to respond to the evaluation and explain why changes should be made if he or she disagrees with a rating. Considering this input, the Executive Director's supervisor will then complete the final evaluation. A copy of the performance review will be provided to the employee. The final evaluation will become part of the employee’s personnel record, and will be a factor used to determine if the employee should receive a pay increase or promotion. If the evaluation shows that improvement is needed, the supervisor will prepare a list of clear objectives, which, if achieved, will bring the employee’s subsequent evaluation to satisfactory or above. Performance reviews become a permanent part of the employee’s personnel record.

An employee may appeal a rating to the Executive Director. If the employee’s supervisor is the Executive Director, appeal is to the Chairman of the Board.

**Evaluation of the Executive Director**

The evaluation of the Executive Director will be conducted by a sub-committee of the Board of Directors at the time of annual budget preparation, usually between January and March of each year. The evaluation can take any form that the sub-committee chooses, including verbal or written. The evaluation will be shared with the full Board at a subsequent Board meeting under closed session. The findings, as appropriate, will be reported following the closed session.

**Hours of Operation**

The standard work schedule for full-time employees is 40 hours a week, consisting of 5 nine-hour days which include a one hour lunch break (i.e., from 8 a.m. to 5 p.m. would be a standard work day). However, the Park supports flexible work hours when such flexibility satisfies the requirements of the particular job and employee. If an employee proposes a work schedule which deviates from the standard, it must be approved in advance by the employee’s supervisor and the Executive Director or Deputy Director. All employees are entitled to two ten minute rest periods per eight hour working day.

**Personnel Records**

In addition to the paperwork required by the County payroll department (see “Procedures”), new employees are required to fill out a personnel file folder which is kept at the Park office. The employee must provide updated personal information, e.g., address and telephone number, and emergency numbers, to the office manager so that it can be included in the computer database and in the personnel file. A copy of the employee’s current California Driver’s License will be kept in the file. A copy of each of the employee’s performance appraisals will be kept in the file.
Probation
All employees hired to fill a permanent position (whether full-time or part-time) are on a probationary status for the first six months of employment. If after the six months probationary period the employee has met the necessary requirements in the opinion of the supervisor and Executive Director, the employee may be offered permanent employment status.

Procedures
New employees are required to complete paperwork at the payroll department of the County of San Diego. New employees must present their Social Security card (not just the number), and complete an oath swearing allegiance to the United States of America, and a medical history form as well as other documents. You may also be required to take a medical exam or take a drug test. Upon termination, for any reason, there is additional paperwork which must be completed at the County payroll department.

Qualification for Employment
An employment application form must be on file with adequate and accurate information signed by the applicant. False information on the application could be cause for dismissal. Each applicant must meet the employment standards as set forth in the position description for which he or she is applying. Each employee will receive a copy of the current employee handbook.

Temporary Employees
Temporary employees may be hired for a specific time period on a temporary basis if approved by the Executive Director. However, they will be hired on an hourly basis and will not be eligible for benefits, except as required by law.

Termination of Employment
Employment is at will and may be terminated with or without cause at any time, except as may be expressly provided herein otherwise, with or without notice by the Park, and terms and conditions of employment, including but not limited to decisions regarding promotions, demotions, transfers, or changes to rate of pay shall be made at the sole discretion of the Park. Terminated employees will be paid for accumulated vacation time per County regulations. Terminated employees are not paid any accumulated sick time.
CHAPTER II
This Chapter Amended and Approved May 18, 2018

Conditions of Employment

Attendance .................................................................................................................II-1
Employment Site .....................................................................................................II-1
Equal Employment Opportunity ............................................................................II-1
Evaluations/Promotion Appraisals.........................................................................II-1
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The evaluation of the Executive Director will be conducted by a sub-committee of the Board of Directors at the time of annual budget preparation, usually between January and March of each year. The evaluation can take any form that the sub-committee chooses, including verbal or written. The evaluation will be shared with the full Board at a subsequent Board meeting under closed session. The findings, as appropriate, will be reported following the closed session.

**Hours of Operation**

The standard work schedule for full-time employees is 40 hours a week, consisting of 5 nine-hour days which include a one hour lunch break (i.e., from 8 a.m. to 5 p.m. would be a standard work day). However, the Park supports flexible work hours when such flexibility satisfies the requirements of the particular job and employee. If an employee proposes a work schedule which deviates from the standard, it must be approved in advance by the employee’s supervisor and the Executive Director. All employees are entitled to two ten minute rest periods per eight hour working day.

**Personnel Records**

In addition to the paperwork required by the County payroll department (see “Procedures”), new employees are required to fill out a personnel file folder which is kept at the Park office. The employee must provide updated personal information, e.g., address and telephone number, and emergency numbers, to the office manager so that it can be included in the computer database and in the personnel file. A copy of the employee’s current California Driver’s License will be kept in the file. A copy of each of the employee’s performance appraisals will be kept in the file.

**Probation**

All employees hired to fill a permanent position (whether full-time or part-time) are on a probationary status for the first six months of employment. If after the six month probationary period the employee has met the necessary requirements in the opinion of the supervisor and Executive Director, the employee may be offered permanent employment status.
**Procedures**

New employees are required to complete paperwork at the payroll department of the County of San Diego. New employees must present their Social Security card (not just the number), and complete an oath swearing allegiance to the United States of America, and a medical history form as well as other documents. You may also be required to take a medical exam or take a drug test. Upon termination, for any reason, there is additional paperwork which must be completed at the County payroll department.

**Qualification for Employment**

An employment application form must be on file with adequate and accurate information signed by the applicant. False information on the application could be cause for dismissal. Each applicant must meet the employment standards as set forth in the position description for which he or she is applying. Each employee will receive a copy of the current employee handbook.

**Temporary Employees**

Temporary employees may be hired for a specific time period on a temporary basis if approved by the Executive Director. However, they will be hired on an hourly basis and will not be eligible for benefits, except as required by law.

**Termination of Employment**

Employment is at will and may be terminated with or without cause at any time, except as may be expressly provided herein otherwise, with or without notice by the Park, and terms and conditions of employment, including but not limited to decisions regarding promotions, demotions, transfers, or changes to rate of pay shall be made at the sole discretion of the Park. Terminated employees will be paid for accumulated vacation time per County regulations. Terminated employees are not paid any accumulated sick time.
TO: JPA Board

FROM: Staff

SUBJECT: Scoping Questions/Concerns for Proposed Orosco Ridge Mountain Bike Trail System

RECOMMENDATION:

Send comment letter as presented by JPA staff in response to Forest Service Proposed Action for the Orosco Ridge Mountain Bike Trail project.

The Palomar Ranger District staff of the Cleveland National Forest (FS) is proposing a series of bike trails in the Pamo Valley area on Cleveland National Forest land and has recently issued a scoping letter and proposed action for the “Orosco Ridge Mountain Bike Trail System” (Attachment 1). The scoping letter solicits comments from the public to be considered by the Forest Service. Comments are due by May 25, 2018. The Forest Service is partnering with the San Diego Mountain Biking Association (SDMBA) on the project which proposes 20 miles of bike trails on Orosco Ridge (previously an outdoor shooting area on the slopes of Pamo Valley). According to the FS staff, the project will be processed as a Categorical Exclusion under the National Environmental Policy Act (NEPA) meaning the project would not cause any impacts and no public review is required, and is anticipated to be approved in September 2018.

The official project proposal was published by the FS on April 25, 2018. The CAC Trails Committee was presented with and discussed preliminary project information provided by SDMBA and FS staff at meetings held in 2017 and 2018. JPA staff met with local Forest Service staff in October 2017 and February 2018 where we discussed questions and concerns about the project, all of which remain issues (Attachment 2). In addition to JPA staff, the FS met with City of San Diego Public Utilities staff about the project. As the primary land owner in Pamo Valley, the City PUD staff share many of the same concerns raised by JPA staff and also plan to submit a comment letter.

The project is not a typical biking trail in that it is unique to San Diego County as a mountain biking attraction that would offer a unique experience to users not available elsewhere in the County. Its design, as a series of parallel single-track trail loops for varying skill levels, is similar to what is available for mountain bikers in the Big Bear, Tahoe and Mammoth ski areas during the summer (non-ski season). Although no estimates of user population have been provided by the Forest Service or SDMBA, it is anticipated to be a popular destination in San Diego County located in the remote back country of Pamo Valley.
CAC RECOMMENDATION

Due to the timing of the Forest Service proposal and scoping letter, the CAC did not have the opportunity to provide a recommendation to your Board for this action. However, the CAC’s Trails Committee presented their comments and concerns to the CAC at their January 2018 meeting. No vote was taken because the project information was still preliminary. The CAC Trails Committee comments and concerns are similar in scope to those presented by JPA staff.

ALTERNATIVES

1. Revise JPA staff list of comments.
2. Take other action.

Respectfully submitted,

Shawna Anderson
Principal Planner

Attachments:
1. Forest Service Scoping Letter and Proposed Action
2. JPA staff list of comments
Dear Interested Party:

The Palomar Ranger District of the Cleveland National Forest (CNF) is initiating a National Environmental Policy Act (NEPA) analysis for the Orosco Ridge Mountain Bike Trail System. The U.S. Forest Service will partner with the San Diego Mountain Biking Association (SDMBA) to provide a high quality single-track mountain bike trail experience for the growing number of trail users within the Ramona and Southern California areas with an emphasis on mountain bike specific trail design. Trail design, layout, construction, and maintenance will be performed by the SDMBA and will incorporate International Mountain Bicycling Association (IMBA) trail building concepts that emphasize sustainable trails that maximize rider satisfaction. The project is needed because of the lack of current legal, large-scale, organized, expertly designed mountain biking specific trails in the region, much less on the CNF.

The project consists of constructing a professionally designed trail system for all skill levels of mountain bikers from beginner to expert and downhill, and will also include many miles of multi-use trails to be enjoyed by hikers, cyclists, equestrians, trail runners and other user groups.

All interested persons, state and local governments, and tribal governments are encouraged to participate at this time and throughout the public scoping period, which will close May 25, 2018.

The Forest Service would like to receive your input on issues and concerns related to this proposal. The preference for receiving comments is by email. Please send comments to: comments-cleveland@fs.fed.us by May 25, 2018, with the words “Orosco Ridge Mountain Bike Trail System” in the subject line. If you are unable to send comments electronically, you may send them to the following address:

Orosco Ridge Mountain Bike Trail System
Attn: Joey Martin, Project Lead
Palomar Ranger District
1634 Black Canyon Road
Ramona, CA 92065

File Code: 1950
Date: April 25, 2018
Comments received in response to this solicitation, including names and addresses of respondents, will be considered part of the public record on this proposed action and will be available for public inspection. Comments submitted anonymously will be accepted and considered. Additionally, pursuant to 7 CFR 1.27(d), any person may request the agency to withhold a submission from the public record by showing how the Freedom Of Information Act (FOIA) permits such confidentiality. Persons requesting such confidentiality should be aware that, under the FOIA, confidentiality may be granted in only very limited circumstances, such as to protect trade secrets. The Forest Service will inform the requestor of the agency’s decision regarding the request for confidentiality, and where the request is denied, the agency will return the submission and notify the requestor that the comments may be resubmitted with or without name and address within 7 days.

If you have questions about this proposal, please write or call Joey Martin, at (760) 788-0250 ext. 3314 or at 1634 Black Canyon Road, Ramona, CA 92065.

Sincerely,

R. Lee Hamm
Acting Palomar District Ranger

Enclosure:
Proposed Action including Project & Location Maps
OROSCO RIDGE MOUNTAIN BIKE TRAIL SYSTEM PROPOSED ACTION

Purpose and Need

Existing Conditions

The purpose of the project is to partner with the San Diego Mountain Biking Association (SDMBA), to provide a high quality single-track mountain bike trail experience for the growing number of trail users within the Ramona and Southern California areas with an emphasis on mountain bike specific trail design. Trail design, layout, construction, and maintenance will be performed by the SDMBA and will incorporate International Mountain Bicycling Association (IMBA) trail building concepts that emphasize sustainable trails that maximize rider satisfaction. Additionally, this project will comply with the Service-wide Memorandum of Understanding (MOU) 06-SU-111324-076 between the US Forest Service (USFS) and the IMBA.

The project is needed because of the lack of current legal, large-scale, organized, expertly designed mountain bike specific trails in the region, much less on the Cleveland National Forest (CNF). With a population of almost 20 million people within 50 miles of the CNF, this new trail system could expose new members of the public to the benefits of the National Forest System as well as support local and regional economies and improve resident’s quality of life.

Figure 1. Project Location
Desired Conditions

Cleveland National Forest Land Management Plan

The purpose of the project is to implement the CNF Land Management Plan (Forest Plan) (2005). This proposed project will address recreation participation by offering a wide range of high quality, environmentally sustainable developed and dispersed recreation opportunities that do not currently exist in the region, to a rapidly growing and culturally diverse visitor population, with minimal visitor conflicts and effects to other resources. (REC 3 – Recreation Participation, Forest Plan, p. 103)

- Develop new, environmentally sustainable recreation opportunities and infrastructure to relieve concentrated demand within existing high-use areas and to accommodate future growth and new uses elsewhere.

This proposal will also address goals listed directly in the USDA Forest Service Strategic Plan: (FY 2015-2020) by:

Forest Service Strategic Plan, Strategic Objective E.: “Strengthen Communities”

- Develop sustainable recreation settings and opportunities along with programs that complement national, State, and community tourism strategies.

Forest Service Strategic Plan, Strategic Objective F.: “Connect People to the Outdoors”
- Maintain recreational settings, hiking trails, and other sustainable recreational opportunities on the national forests and grasslands for public use; Help meet public needs and expectations for outdoor recreation on the national forests and grasslands through public and private partnerships; and to improve our capacity to engage volunteers through enhanced partnerships and service organizations.

The proposed site is located in the Forest Plan’s San Dieguito/Black Mountain Place and in the Back Country (BC), and Back Country, Non-Motorized (BCNM) land use zones. The land use zone descriptions in this section help to paint a picture of the anticipated level or intensity of public use or administrative activities. The existing character of each zone is included, along with the characteristic Recreation Opportunity Spectrum (ROS) objective.

The BC land use zone includes areas of the national forest that are generally undeveloped with few roads. The characteristic ROS objectives are Semi-Primitive Motorized with limited areas of Roaded Natural. The level of human use and infrastructure is generally low to moderate. A network of low standard Back Country roads provide access for a wide variety of dispersed recreation opportunities in remote areas such as camping and access to trailhead facilities for hiking or biking. Some new trails may be constructed to improve opportunities between trails on the existing system. Although this zone generally allows a broad range of uses, the management intent is to retain the natural character inherent in this zone and limit the level and type of development. National Forest staff expect to manage the zone for no increase or a very low level of increase in the national forest road system. Managers expect to limit development to a slow increase of carefully designed facilities to help direct use into the most suitable areas and remove temporary facilities when they are no longer needed.

The BCNM land use zone generally includes areas of the national forest that are undeveloped with few, if any roads. The characteristic ROS objective is Semi-Primitive Non-Motorized. Developed facilities supporting dispersed recreation activities are minimal and generally limited to trails and signage. The level of human use and infrastructure is low. The zone is managed for a range of non-motorized uses that include mechanized, equestrian and pedestrian public access. A network of low standard Back Country trails provide public access for a wide variety of non-motorized dispersed recreation opportunities including remote area camping, hiking, mountain biking, hunting and fishing. While a range of non-motorized public uses are generally allowed, the management intent is to typically retain the undeveloped character and natural appearance (fuelbreaks that contrast with the natural character may be present) of this zone and to limit the level of development to a low level of increase. Facility construction (except trails) is generally not allowed, but may occur in remote locations where roaded access is not needed for maintenance. Managers are expected to remove temporary facilities when they are no longer needed.

There is a need to meet the current, growing desire for mountain bike specific trails in the Southern California geographic area, to increase public access to the national forest system for the American public, and to support the surrounding community. The desired future condition would be to provide a trail network system that is professionally designed, meets trail building guidelines, best management practices (BMPs), trail management objectives (TMOs), and has minimal infrastructure.
**Issues**

In order to comply with the National Environmental Policy Act (NEPA) requirements, the Forest Service will be mailing out a public scoping letter in April, 2018 to a targeted mailing list of area stakeholders, including local, state, federal, and private entities. The forest will review the public comments received and will organize the material into a series of questions, statements and issues. Issues are defined as a point of disagreement, debate or dispute about the environmental effects caused by the specific proposed action. Issues serve to highlight effects or unintended consequences that may occur from the proposed action and alternatives, giving opportunities during the analysis to reduce adverse effects and compare trade-offs for the decision maker and public to understand. These comments will be responded to by forest staff. Additionally, a forest interdisciplinary team (IDT) will review the natural resource issues brought up in these comments as well.

**Proposed Action**

The U.S. Forest Service proposes to partner with the San Diego Mountain Biking Association (SDMBA) to provide a high quality single-track mountain bike trail experience for the growing number of trail users within the Ramona and Southern California areas with an emphasis on mountain bike specific trail design. Trail design, layout, construction, and maintenance will be performed by the SDMBA and will incorporate International Mountain Bicycling Association (IMBA) trail building concepts that emphasize sustainable trails that maximize rider satisfaction. The project is needed because of the lack of current legal, large-scale, organized, expertly designed mountain bike specific trails in the region, much less on the CNF.

The project consists of constructing a professionally designed trail system for all skill levels of mountain bikers from beginner to expert and downhill, and will also include many miles of multi-use trails to be enjoyed by hikers, cyclists, equestrians, trail runners and other user groups.
Figure 3. Proposed Action Overview

Oroscó Ridge Final Proposal
Figure 4. Proposed Action Overview

Orosco Ridge Final Proposal
Design Criteria

Field visits will be conducted later in fiscal year 2018 and design criteria will be incorporated to respond to resource protection so that potential conflicts are avoided or minimized. Resources such as cultural sites, wildlife, plants, landscape aesthetics and character, soil, and hydrology will be protected as directed in the Forest Plan, according to Best Management Practices (BMPs) and recommended in applicable specialist reports that will be found in the project record.

Forest-Specific Design Criteria

- CNF S1 - Consider and mitigate the impacts of proposed management activities and uses of National Forest System lands on dark night skies.

Forest Program Strategies and Tactics

Tribal 2 - Government to Government Relations

Establish effective relationships with federally recognized tribes:

- Develop and maintain government-to-government protocols, according to the National Tribal Relations Strategy, with all recognized tribes and organized groups of local Native Americans.
- Develop protocols to promote collaborative partnerships for managing heritage resources, ecosystem restoration, comprehensive fire planning and recognizing historic Native American access rights to land areas and resources.

AM 1 - Land Management Plan Monitoring and Evaluation

Report the results of forest plan monitoring and evaluation questions including the actions taken to respond to new information learned through the adaptive management cycle:

- Manage recreation opportunities to respond to the changing visitor demographic profiles.

WL 1 - Threatened, Endangered, Proposed, Candidate, and Sensitive Species Management

Manage habitat to move listed species toward recovery and de-listing. Prevent listing of proposed and sensitive species.

- Establish and maintain a working relationship with county and city planning agencies to ensure coordination on planning development projects adjacent to the national forest, as well as implementation of multi-species habitat conservation plans.
- Conduct threatened, endangered, proposed, candidate, and sensitive species occupancy surveys within potential threatened, endangered, proposed, candidate, and sensitive species recreation conflict areas.

IS 1 - Invasive Species Prevention and Control

Prevent the introduction of new invaders, conduct early treatment of new infestations, and contain and control established infestations:

- Limit ground disturbance to the minimum area necessary during project activities. Promote conditions to enhance the recovery of vegetation recovery in project planning, design, and implementation. Use native plant materials as needed to restore disturbed
sites to prevent the introduction or reintroduction of invasive nonnative species. Conduct follow-up inspections of ground disturbing activities to monitor the effectiveness of restoration efforts in reducing or preventing the introduction or re-introduction of invasive non-native plants.

Air 1 - Minimize Smoke and Dust

Control and reduce smoke and fugitive dust to protect human health, improve safety and/or reduce or eliminate environmental impacts.

- Incorporate visibility requirements into project plans.

WAT 1 - Watershed Function

Protect, maintain and restore the natural watershed functions including slope processes, surface water and groundwater flow and retention, and riparian area sustainability:

- Restore, maintain and improve watershed conditions. Assure that approved and funded rehabilitation and emergency watershed treatments are implemented in an effective and timely manner.
- Maintain or restore soil properties and productivity to ensure ecosystem health (soil microbiota and vegetation growth), soil hydrologic function, and biological buffering capacity.
- Maintain natural stream channel conductivity, connectivity and function.
- Assess and manage geologic resources and hazards to integrate earth science principals and relationships into ecosystem management, reduce risks to people and resources, and to interpret and protect unique values.
- Maintain watershed integrity by replacing or disposing of displaced soil and rock debris in approved placement sites.

Her 1 - Heritage Resource Protection

Protect heritage resources for cultural and scientific value and public benefit:

- Document known significant cultural properties to identify any activity that does or has the potential to adversely affect the site, or that does not complement the site. Develop measures to mitigate the adverse effects or impacts.
- Use partnerships to implement site management plans for heritage resource sites, focusing on those sites with recognized significance or that are at risk from public or land use effects.
- Evaluate historic sites for appropriate management. Develop site management plans for noteworthy heritage resources.

REC 2 - Sustainable Use and Environmental Design

Analyze, stabilize and restore areas where visitor use is negatively affecting recreation experiences, public safety and environmental resources. Manage visitor use within the limits of identified capacities:
• Implement Adaptive Mitigation for Recreation Uses (Appendix D) in existing and new recreation sites and uses whenever a conflict between uses or sensitive resources is detected.

REC 3 – Recreation participation

Offer a wide range of high quality, environmentally sustainable developed and dispersed recreation opportunities to a rapidly growing and culturally diverse visitor population, with minimal visitor conflicts and effects to other resources:

• Develop new, environmentally sustainable recreation opportunities and infrastructure to relieve concentrated demand within existing high-use areas and to accommodate future growth and new uses elsewhere.

• Implement adaptive management processes at recreation facilities to proactively respond to persons with disabilities, contemporary urban visitors, aging populations, diverse ethnic groups, and day-use emphasis (see Appendix C, Monitoring Requirements).

REC 4 - Conservation Education

Visitors have a greater understanding about the significance and importance of forest ecosystems, heritage resources, and the interrelationship between people and the natural environment:

• Develop strong, well-supported conservation education partnerships with non-profit organizations, volunteer groups, communities, governments, organization camps and private entities, while emphasizing and enhancing the capability of field program and project delivery, especially to underserved populations and Baja, California. Coordinate between national forests.

LM 1 - Landscape Aesthetics

Manage landscapes and built elements in order to achieve scenic integrity objectives:

• Use the best environmental design practices to harmonize changes in the landscape and to advance environmentally sustainable design solutions.

Trans 1 – Transportation System

Plan, design, construct, and maintain the road and trail system to meet those objectives established to implement the forest plan, to promote sustainable resource conditions, and to safely accommodate anticipated levels and types of use:

• Implement landscape scale transportation system analysis on a priority basis. Coordinate with state, county, local and regional government entities, municipalities, tribal governments, other agencies, and the public.

• Add unclassified roads and trails to the Forest Service transportation system when site-specific analysis determines there is a public need.

• Enhance user safety and offer adequate parking at popular destinations on high traffic passenger car roads, while also minimizing adverse resource effects.

• Using the priorities identified in the Roads Analysis Process (prepared October 10, 2003 and posted to the Reading Room May 2004) reduce the road maintenance backlog to
provide safe, efficient routes for recreation traffic and the through-traveling public, and to safely accommodate fire protection equipment or other high clearance vehicles.

Trans 3 - Improve Trails

Develop an interconnected, shared-use trail network where compatible and support facilities complement local, regional and national trails and open space, and also enhance day-use opportunities and access for the general public.

- Construct and maintain the trail network to levels commensurate with area objectives, sustainable resource conditions, user safety, and the type and level of use. Convert ecologically sustainable unclassified roads and trails, and other roads that meet the need for trail-based recreation.

- New trail construction projects will emphasize development of partnerships and cooperative agreements (such as the Adopt-a-Trail program) for construction, future maintenance, and reconstruction.

**Project-Specific Design Criteria**

Design features that will be incorporated in order to avoid and minimize impacts for the proposed action include:

**Wildlife Design Criteria**

- Wildlife design considerations will be included upon Forest Biologist input once field-based surveys have been conducted.

**Botanical Design Criteria**

- Botanical design considerations will be included upon Forest Botanist input once field-based surveys have been conducted.

**Hydrological/Soil Design Criteria**

Applicable BMPs are taken from the Water Quality Management for Forest System Lands in California: BMPs (USDA Forest Service, September 2000).

- Other applicable design criteria for hydrology/soils will be incorporated after Forest Hydrologist review.

**Archeological/Cultural Design Criteria**

- Cultural sites will be identified, flagged, and avoided by project actions.

- Other applicable design criteria for archeology/cultural concerns will be incorporated after Heritage Specialist review and input from local tribal communities.

**Scenery Management Design Criteria**

- Project features will be blended with natural landscape features to create shapes and colors that mimic natural patterns.

- No manmade infrastructure components will be used in this proposed action.

- Other applicable design criteria for scenery will be taken into account after public comments have been received.
The proposed project in the surrounding western slopes of Pamo Valley is within the Focused Planning Area of the San Dieguito River Park (SDRP) and adjacent to the 3-mile long Pamo Valley trail segment of the Coast to Crest Trail currently under construction. The project described in the Forest Service’ “Orosco Ridge Mountain Bike Trail System Proposed Action” (April 25, 2018) is very general and lacks specific information to understand the scope of the proposal. Thus, we have several questions and concerns about the proposal as presented.

The map included in the Proposed Action is labeled “Orosco Ridge Final Proposal” yet does not describe basic project information such as which sections of the proposed trail would be for mountain bikers and which would be the “many miles of multi-use trail”, the proposed trail widths, trail surface, mileage of each segment, or other details.

Pamo Valley and the surrounding slopes is a scenic and environmentally-sensitive area that provides habitat for threatened and endangered species. No information has been provided by the FS about the natural resources present in the project area. It is anticipated that the proposed bike system will have an impact on the habitat and scenic quality of the area unless measures are proposed that mitigate the impacts. This information is absent from the proposal and should be available for public review and comment before the FS makes the NEPA determination of a CE and approves the project.

The proposal does not address how users will access the trails and where they will park. Orosco Ridge Road is a narrow steep Forest Service road that requires a high-clearance vehicle to navigate and is not passible by regular passenger cars. The proposal does not describe where users will park their vehicles. Your staff has indicated to us that no parking is proposed for the trail system and that vehicles would be expected to park in existing “pull-out areas” along Orosco Ridge Road. The road is rugged, narrow and steep and only accommodates vehicles in a one-way direction. Parking along the road would be potentially dangerous and may further impact the surrounding area. How will emergencies be handled by the Forest Service? We are concerned that designated parking is not proposed.

The JPA is building a trail staging area off of Pamo Road (at the intersection of Orosco Ridge Road) as part of the Pamo Trail project that will accommodate up to 9 vehicles and 10 equestrian trailers. The JPA is concerned that the proposed Orosco Ridge Mountain Bike Trail System does not consider how user vehicles will be accommodated and that users may overwhelm the limited parking being built for the Coast to Crest Trail, which is not adequately sized to accommodate a major bike facility in the vicinity. Unless the Orosco bike project is designed with designated/delineated parking areas and adequate signage to direct users to available parking, vehicles will be parked all over Pamo Valley and the CTC Trail staging area.
The Proposed Action does not indicate the anticipated user population that would utilize the bike trail system. The proposal has been described by the SDBMA as a unique facility that does not exist anywhere in San Diego County and that there is a huge demand for it. The proposal is not a typical through trail (or loop) and is designed as a series of parallel loops (a circuit) used by many riders at the same time. An estimated range of visitor use would help determine the potential impacts on the surrounding area and whether or not the project is sustainable per Forest Plan REC 2.

What are the operating hours of the trails? We have been told by your staff that no operating hour restrictions would be applied and thus the trail system would be accessible after dark. We know that night-riding is gaining in popularity. However, a bike trail system that is unmanaged and uncontrolled, particularly at night, in a remote and sensitive area such as Pamo Valley is a concern for several reasons including public safety, vandalism (potentially to JPA facilities), and habitat and species impacts. How will these potential impacts be mitigated?

By whom and how often will the trail system be patrolled? Your staff has indicated that Forest Service rangers will not be available to regularly patrol or maintain the proposed mountain bike system and that you would rely on SDMBA to do that. We also know from our presence in Pamo Valley that FS rangers are rarely on site in the Orosco Ridge area. The JPA has many years of experience with volunteer organizations including SDMBA that regularly supplement our trail patrol capabilities. However, the JPA has a paid full-time ranger staff that actively manages SDRP trails. Will there be a written agreement in place to commit SDMBA to regular patrols, maintenance, management, etc in perpetuity and how will that be funded?

How will trash collection and sanitary services be provided? Will portable bathrooms be provided and where? Trash cans?

The JPA is concerned that without adequate and proper management of the proposed use, the proposed bike trail system could be a burden on the JPA. JPA rangers, who will be actively patrolling and managing the CTC Trail in Pamo Valley as required and obligated, could become the only point-of-contact for users of the Orosco Ridge bike trails unless there is an active presence by the FS that has authority to manage the Orosco bike trail system. The JPA is not equipped nor can it be expected to supervise and manage large groups of trail users that will be using this proposed Forest Service facility.
ITEM:  4

SUBJECT:  Receive and Distribute Third Party Audit Report for Year Ending June 30, 2017
As management of the San Dieguito River Valley Regional Open Space Park Joint Powers Authority ("JPA"), we offer readers of the JPA’s financial statements this narrative overview and analysis of the financial activities of the JPA for the fiscal year ended June 30, 2017. We encourage readers to consider the information presented here in conjunction with the JPA’s basic financial statements, which begin immediately following this analysis. This annual financial report consists of three main parts (1) Management’s Discussion and Analysis, (2) Basic Financial Statements, and (3) Other Required Supplementary Information.

These financial statements consist of a series of financial statements prepared in accordance with the Governmental Accounting Standards Board Statement 34, Basic Financial Statements-Minagement Discussion and Analysis for State and Local Governments.

FINANCIAL HIGHLIGHTS

- The JPA’s ending net position was $55,804,836.
- The change in net position for the year was a decrease of $585,120.
- The JPA had revenues in excess of expenses in the general fund (before Transfers) in the amount of $29,690 in the current year.
- The JPA had $107,841 of additions to capital assets this year.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the JPA’s basic financial statements. The JPA’s basic financial statements are comprised of the following:

The basic financial statements include government-wide financial statements and fund financial statements. The two sets of statements are tied together by Reconciliations showing why they differ.

The JPA as a whole is reported in the government-wide statements and uses accounting methods similar to those used by companies in the private sector.

More detailed information about the JPA’s most significant funds – not the JPA as a whole is provided in the fund financial statements. Funds are accounting devices the JPA uses to keep track of specific sources of funding and spending on particular programs.

The Statement of Net Position, a government-wide statement, presents information on all of the JPA’s assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the JPA is improving or deteriorating.
OVERVIEW OF FINANCIAL STATEMENTS (continued)

The *Statement of Activities*, a government-wide statement, presents information showing how the JPA’s net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The *Balance Sheet* for governmental funds presents financial information by fund types showing money left at year-end available for spending.

The *Statement of Revenues, Expenditures and Changes in Fund Balances* for all governmental fund types focuses on how money flows into and out of the various funds.

The *Notes to the Basic Financial Statements* and this Discussion and Analysis support these financial statements.

In addition to the basic financial statements and notes this report also presents required supplementary information, budgetary comparison schedules, net pension liability and plan contributions.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The largest portion of the JPA’s Net Position reflects its investment in capital assets (e.g., land, buildings and improvements, vehicles, furniture and equipment and construction in progress); less any related debt used to acquire those assets that are still outstanding. The JPA uses these capital assets to provide services to its constituents; consequently, these assets are not available for future spending.

*Statement of Net Position*

To begin our analysis, a summary of the JPA’s statement of net position is presented in Table 1 below for the current year and the prior year.

Net position may serve over time, as a useful indicator of a government’s financial position. In the case of the JPA, assets exceeded liabilities by $55,804,836 as of June 30, 2017.

The JPA’s financial position is the product of several financial transactions including the net results of activities, the acquisition and disposal of capital assets, and the depreciation of capital assets.
GOVERNMENT-WIDE FINANCIAL ANALYSIS (continued)

TABLE 1  
Condensed Statement of Net position

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</tr>
<tr>
<td>OF RESOURCES</td>
<td>1,110,576</td>
<td>400,237</td>
<td>710,339</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIABILITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current liabilities</td>
<td>645,506</td>
<td>334,851</td>
<td>310,655</td>
</tr>
<tr>
<td>Long-term liabilities</td>
<td>2,515,491</td>
<td>1,635,587</td>
<td>879,904</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>3,160,997</td>
<td>1,970,438</td>
<td>1,190,559</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEFERRED INFLows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OF RESOURCES</td>
<td>233,017</td>
<td>290,425</td>
<td>(57,408)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET POSITION:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment in capital assets</td>
<td>54,110,429</td>
<td>54,868,882</td>
<td>(758,453)</td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowments</td>
<td>1,982,268</td>
<td>1,982,268</td>
<td>-</td>
</tr>
<tr>
<td>Future management and maintenance</td>
<td>885,321</td>
<td>229,548</td>
<td>655,773</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>(1,173,182)</td>
<td>(690,742)</td>
<td>482,440</td>
</tr>
<tr>
<td>Total Net Position</td>
<td>$55,804,836</td>
<td>56,389,956</td>
<td>585,120</td>
</tr>
</tbody>
</table>
GOVERNMENT-WIDE FINANCIAL ANALYSIS (continued)

Statement of Activities

- The JPA's total revenues for the fiscal year ended June 30, 2017, excluding inter-fund transfers, decreased by $68,782.
- The JPA's total expenses increased by $194,524.
- The change in net position for 2017 was a decrease of $585,120 compared to 2016.

The following table presents a summary of the Statement of Activities for the fiscal year ended June 30, 2017:

<table>
<thead>
<tr>
<th>Program revenues</th>
<th>2017</th>
<th>2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating grants and contributions</td>
<td>$435,165</td>
<td>1,013,340</td>
<td>(578,175)</td>
</tr>
<tr>
<td>General revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessments-members</td>
<td>959,910</td>
<td>921,810</td>
<td>38,100</td>
</tr>
<tr>
<td>Investment income</td>
<td>259,566</td>
<td>(13,893)</td>
<td>273,459</td>
</tr>
<tr>
<td>Donations</td>
<td>254,142</td>
<td>56,648</td>
<td>197,494</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>464</td>
<td>124</td>
<td>340</td>
</tr>
<tr>
<td>Total revenues</td>
<td>1,909,247</td>
<td>1,978,029</td>
<td>(68,782)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>2017</th>
<th>2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>2,196,819</td>
<td>1,941,187</td>
<td>255,632</td>
</tr>
<tr>
<td>General administration</td>
<td>297,548</td>
<td>358,656</td>
<td>(61,108)</td>
</tr>
<tr>
<td>Total expenses</td>
<td>2,494,367</td>
<td>2,299,843</td>
<td>194,524</td>
</tr>
</tbody>
</table>

| Change in net position                                  | (585,120) | (321,814) | 263,306  |
| Net position, beginning                                 | 56,389,956| 56,711,770| (321,814) |
| Net position, ending                                    | $55,804,836| 56,389,956| (585,120)|
GOVERNMENT-WIDE FINANCIAL ANALYSIS (continued)

General Fund Budgetary Highlights

The General fund revenues exceeded budgeted amounts by $231,780. This was due to several large donations not budgeted for.

The JPA expenditures were $94,106 under budgeted amounts due to a vacant staff position and various operating expenses coming in under budget.

CAPITAL ASSETS AND DEBT ADMINISTRATION

TABLE 3
Changes in Capital Assets

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$43,727,783</td>
<td>43,727,783</td>
<td>-</td>
</tr>
<tr>
<td>Improvement of sites</td>
<td>16,770,671</td>
<td>16,770,671</td>
<td>-</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>433,395</td>
<td>325,554</td>
<td>107,841</td>
</tr>
<tr>
<td>Less: accumulated depreciation</td>
<td>(6,821,420)</td>
<td>(5,955,126)</td>
<td>(866,294)</td>
</tr>
<tr>
<td>Total capital assets, net of depreciation</td>
<td>$54,110,249</td>
<td>54,868,882</td>
<td>(758,453)</td>
</tr>
</tbody>
</table>

The JPA had $107,841 of additions to capital assets during the fiscal year ended June 30, 2017. The purchases were for a Century portable restroom, a trailer to haul equipment, John Deere tractor, and a 2017 Chevrolet Silverado pickup.
CAPITALS ASSET AND DEBT ADMINISTRATION (continued)

Long-Term Debt

The JPA has long-term debt in the amount of $2,550,683, of which $40,013 is accumulated unpaid employee vacation benefits and $2,186,365 is for the net pension liability under GASB Statement No. 68 and $324,305 is for pension obligation bonds.

FACTORS BEARING ON THE JPA’S FUTURE

The JPA’s Board of Directors and management considered many factors when setting the fiscal year 2017 budget. The Board appointed a Budget Committee which met to assess the available working capital, the operating and capital needs of the JPA, the impact of the State’s fiscal condition on the JPA’s member agencies and on the JPA’s budget.

CONTACTING THE JPA

This financial report is designed to provide our citizens, member agencies, affiliated entities and creditors with a general overview of the JPA’s finances and to demonstrate the JPA’s accountability for the money it receives. If you have questions about this report or need additional financial information, contact the San Dieguito River Valley Regional Open Space Park Joint Powers Authority:

Address: 18372 Sycamore Creek Road, Escondido, California 92025.
Telephone: 858 674-2270
Website: www.sdrp.org