



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

**JOINT POWERS  
AUTHORITY BOARD OF  
DIRECTORS**

Chair Dwight Worden  
Del Mar City Council

Vice-Chair Dave Grosch  
Poway City Council

Tina Incoe  
Escondido City Council

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San Diego City Council

Mami von Wilpert  
San Diego City Council

Joel Anderson  
Supervisor, County of San Diego

Terra Lawson-Remer  
Supervisor, County of San Diego

Kelly Harless  
Solana Beach City Council

Jeff Barnouw  
Citizens Advisory Committee

Dustin Fuller, Ex Officio  
22<sup>nd</sup> District Agricultural  
Association

Shawna Anderson  
Executive Director

**AGENDA**

**SAN DIEGUITO RIVER VALLEY REGIONAL OPEN SPACE PARK  
CITIZENS ADVISORY COMMITTEE  
VIA TELECONFERENCE ONLY  
Friday, January 7, 2022 ~ 10:30 A.M.**

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, San Dieguito River Park is temporarily taking actions to reduce the spread of the COVID-19 pandemic by holding the Citizens Advisory Committee Meeting via teleconference. All members and staff will be participating remotely.

**To join this meeting via Teleconference**

Topic: SDRP CAC meeting

Time: January 7, 2022 10:30 AM Pacific Time (US and Canada)

<https://zoom.us/j/96894531823>

Meeting ID: 968 9453 1823

One tap mobile

+16699009128,96894531823# US (San Jose)

+13462487799,96894531823# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 968 9453 1823

It is highly recommended to call in **at least** 15 minutes prior to the commencement of the meeting.

Introductions and Announcements

Approval of the Minutes of June 4, 2021 (page 3)

Chair's Report

Chair

Executive Director's Report

Staff

Public Comment

Public

### DISCUSSION/ACTION

1. Election of 2022 Chair and Vice-Chair (Page 6)
2. Discussion of CAC Tribute for Jacqueline Winterer
3. Committee Reports
  - a. Project Review Committee
  - b. Trails Committee
  - c. Interpretation Committee

### INFORMATION

4. Park and Project Status and Updates (oral)
  - a. Osuna segment of CTC Trail
  - b. Surf Cup segment of CTC Trail
  - c. San Dieguito Lagoon Restoration Phase II (W-19)
  - d. Ranger Station and Trail Event Usage Policies (Page 9)

Adjournment

The next meeting is scheduled for February 4, 2022  
If you have any questions, please call Christal Ames at (858) 674-2270 Ext. 10

**SAN DIEGUITO RIVER PARK  
CITIZENS ADVISORY COMMITTEE  
Minutes of June 4, 2021**

**MEMBERS PRESENT**

Jeff Barnouw  
Rich Risner  
Phil Pryde  
Jan Fuchs  
Linda Oster  
Maggie Brown  
Judy LaVine  
Liz Gabrych  
David Wilson  
Jeremy Blakespear  
Carol Kerridge  
Jim Smith  
Eric Jones  
Carol Carr

**REPRESENTING**

CAC, Chair  
American Society of Landscape Architects  
Audubon Society  
Carmel Valley Planning Board  
Del Dios Town Council  
Friends of the San Dieguito River Valley  
Lake Hodges Native Plant Club  
League of Women Voters  
Rancho Bernardo Planning Board  
San Diego Mountain Bike Association  
San Dieguito Lagoon Committee  
San Dieguito River Valley Conservancy  
Volcan Mountain Preserve  
Walkabout International

**VISITORS/STAFF PRESENT**

Brenda Miller  
Shawna Anderson  
Ayden Zielke

San Dieguito River Park JPA  
San Dieguito River Park JPA  
San Dieguito River Park JPA

**Roll Call and Introductions**

Chair Barnouw convened the remote Zoom teleconference meeting at 10:34 a.m. and confirmed a quorum of 13 in attendance by roll call.

**Approval of Minutes- April 2, 2021**

Liz Gabrych made the motion to approve the minutes of April 2, 2021 and Phil Pryde seconded the motion. All members were in favor.

**Chair's Report** – Chair Barnouw reported that the Trails Committee has a new chair, Jeremy Blakespear and thanked Carol Carr for her many years as the chair. Chair Barnouw reported that the CAC could begin meeting in person as early as October 1<sup>st</sup> at San Rafael Parish. Eric Jones shared information about the technology of OWL that works with Zoom for hybrid in person and online meetings. Chair Barnouw recapped the May JPA meeting announcing that the JPA approved the CAC's recommendation that Phil Pryde be the CAC Vice Chair until December. The JPA Board approved a proposal from the San Dieguito River Valley Conservancy for a one-time lump sum payment to the JPA to fund partial salary and benefits of the JPA's Interpretive Ranger to make that position full time for one year in exchange for assisting with education programs. Chair Barnouw stated that the JPA Board also approved the Lagoon restoration phase 2 (W-19) Memorandum of Agreement with SANDAG and SCE.

**Executive Director's Report** – Executive Director Shawna Anderson reported that an open house is being planned for the coast ranger station on September 12<sup>th</sup>. JPA staff and members of the San Dieguito Lagoon Committee are jointly planning the celebration, more details to follow. Director Anderson also reported that JPA Chair Worden and Director Anderson will meet quarterly with SDRVC Chair Jim

Smith and Director Trish Boaz beginning in July. Ms. Anderson stated that the JPA issued a Request for Proposal to operate the farmers market at Sikes Adobe with proposals due June 15th. The current market will close on June 13<sup>th</sup>. Director Anderson also shared that a decent program for the Ranger Station is being planned.

**Public Comment** - Jeremy Blakespear asked if the JPA has a committee that could meet with representatives from Surf Cup Sports. Director Anderson stated that the JPA Board appointed a subcommittee that met with Surf Cup Sports representatives in April 2021. They agreed to plan a combined work party event with Surf Cup Sports staff and SDRP volunteers after September 15<sup>th</sup> to clear and grade the trail. Anderson explained that unfortunately the City of San Diego's Surf Cup lease does not have a timeline for the trail to be completed. Maggie Brown requested that the Surf Cup Sports lease be added to the next CAC agenda. Director Anderson also stated that the JPA is planning the adjacent Osuna Segment of the Coast to Crest Trail, which makes the continuation of the CTC Trail on Surf Cup even more important. Carol Kerridge reported a newspaper article regarding the poor shape the Hodges Dam is in and the City of San Diego plans to build a new dam 100' west of the existing dam.

## **DISCUSSION/ACTION**

### **1. Committee Reports**

- a. **Project Review Committee** – Jan Fuchs stated that the PRC did not meet in May however the committee continues to monitor the Fairgrounds progress on addressing the Horsepark stormwater management issues and that it was reported that Surf Cup had submitted a land use proposal to the Fairgrounds. She suggested that the CAC invite the Friends of Horsepark group to a future meeting. Ms. Fuchs reported that the PRC is also monitoring St. Garabed Armenian Church new assisted living facility proposal adjacent to the church.. Ms. Fuchs also said that the Del Mar Rotary is working with JPA Rangers on a project and may want to work on the Surf Cup trail also.
- b. **Trails Committee** – Jeff Barnouw thanked Carol Carr for the great job as chair. Jeremy Blakespear thanked Carol for her support and said she will remain on the committee. The next Trails Committee meeting will be Tuesday, June 8<sup>th</sup> at 1:00 p.m.
- c. **Interpretation Committee** - Liz Gabrych reported that the Interpretation Committee did not meet however, the watershed model project is proceeding and that etched granite interpretive signs are being researched. Ms. Gabrych announced that a volunteer recruitment is being planned with a focus on Sikes Adobe. She said that interpretive videos are being produced for the Watershed Explorer Program. The Sikes 150<sup>th</sup> Anniversary is being planned for 2022. Ms. Gabrych said she is researching land grants and that the Mule Hill stories are fascinating and commented on a recent History Channel program. Jeremy Blakespear also commented on the book Blood and Thunder by Hampton Sides.

### **2. W-19 San Dieguito Lagoon Restoration Project Update**

Executive Director Shawna Anderson provided an update of the project led by SANDAG, construction of which is scheduled to begin in Fall 2021. The presentation included information about project partners and objectives, project history, overview map, project components of W-19 and W-6, inlet and

beach sand replacement. The presentation was followed by comments and questions about this project and other projects within the area.

### **INFORMATION**

#### **3. Park and Project Status and Updates (oral)**

- a. Coast to Crest Trail Osuna Segment – Executive Director Shawna Anderson reported that JPA staff and consultants are getting started with planning and field work and project details will be shared in the future.
- b. Watershed Model – Liz Gabrych explained this during her Interpretation Committee report. Executive Director Anderson said she will invite Senior Interpretive Ranger Leana Bulay to an upcoming CAC meeting to present the watershed model and interpretive sign project.
- c. Coast to Crest Trail Santa Fe Valley Extension – Executive Director Shawna Anderson reported that the Coast to Crest Trail at Santa Fe Valley has been extended by one mile connecting the Santa Fe Valley Trail to the Lusardi Trail on the Lusardi Preserve. This new trail section filled a long-standing gap in the CTC Trail and it is now possible to hike to Black Mountain from the Coast to Crest Trail. A bench and plaque to honor donor David Leigh will be installed on the new trail. After the Osuna, Surf Cup and San Dieguito Road pathway sections are completed, the CTC Trail will be contiguous from the Fairgrounds area to Hwy 78 and Bandy Canyon.

Chair Barnouw adjourned the meeting at 12:07 pm.

**TO:** CAC

**FROM:** Staff

**SUBJECT:** Election of CAC Chair and Vice Chair

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The CAC Bylaws address the procedure for election of CAC officers (i.e., Chair and Vice Chair), see Attachment 1. The two-year term of the CAC's current Chair Jeff Barnouw ended in December 2021, thus a new election is required. Nominations may be made by an election committee or from the floor at the discretion of the CAC. If the current Chair is reelected it will be his third and final term. The Chair must also be approved by the JPA Board. The CAC's Vice-Chair Phil Pryde was elected in April 2021 to finish out the remaining 2021 term when the existing VC was no longer available.

Attachment 1: Section V of CAC Bylaws

- G. A quorum for the purpose of conducting business will consist of a simple majority of the members of the Citizens Advisory Committee.
- H. When an organization or member is added to a newly created position on the CAC, that organization or member shall not have full voting status until after attendance at two consecutive meetings.<sup>5</sup>
- I. New CAC members and alternates, and new representatives, are required to obtain an orientation about the River Park and the role of the CAC from River Park staff.<sup>6</sup>

V. OFFICERS

- A. Officers of the CAC shall be the Chair and Vice-Chair. The Chair shall be recommended by the CAC subject to the approval of the JPA Board. ~~The Vice Chair shall be selected by the CAC.<sup>7</sup>~~ The CAC shall select a Chair and Vice-Chair by secret ballot.<sup>8</sup>
- B. The terms of the Officers shall be ~~two one years<sup>9</sup>, subject to the stipulations in Paragraph G of this section.<sup>10</sup> renewable by appointment in the case of the Chair and election in the case of the Vice Chair. The term shall begin with the effective date of these by laws.<sup>11</sup>~~
- C. Nominations for Chair and Vice-Chair may be made by a Nominating Committee or<sup>12</sup> from the floor by any eligible CAC member. The Vice-Chair must represent an organization or property owners.<sup>13</sup>
- D. A vacancy in the office of the Vice-Chair shall be filled by a majority vote of CAC members present at the meeting following the meeting at which such vacancy is created, provided that such members present constitute a quorum and subject to approval by the JPA Board<sup>14</sup>.
- E. The Chair shall be the principal officer and shall preside over all meetings of the CAC. The Chair may or may not represent an organization. Should the Chair be selected from the CAC body, then during the term of office he or she shall no longer be the formal representative of the organization that appointed him or her, and that organization will appoint another representative. The Chair shall vote only in the case of a tie vote.<sup>15</sup>

- F. The Vice-Chair shall, in the absence of the Chair, carry out all the duties and responsibilities of the principal officer.
- G. The maximum term of office of the Chair shall be 3 (three) two year terms. However, the Chair may be reelected to office and serve a maximum of 2 (two) additional two year terms if he/she has been out of office for at least one full two year term. This clause shall take effect beginning with election of officers in the first election held after its inclusion in the by-laws.<sup>16</sup>

VI. SUBCOMMITTEES

- A. The Chair, with the advice and consent of the CAC, shall establish subcommittees and approve membership in those subcommittees, as necessary or appropriate to carry on the work of the CAC.
1. Each subcommittee shall have a chair, and the chair of each subcommittee shall be a member of the CAC.
  2. All members and alternates shall be eligible to serve on subcommittees.
  3. The chair of a subcommittee may invite non-members to attend in a non-voting capacity if necessary.
  4. The subcommittee shall report its activities to the CAC at each regularly scheduled meeting.
  5. A subcommittee shall not represent itself as speaking for the CAC unless the CAC has taken action on the item being represented.
  6. All subcommittees shall be comprised of CAC members only who constitute less than a quorum of the CAC, unless inclusion of outside members is approved by the full CAC and/or unless a membership greater than a quorum of the CAC is approved by the CAC. In either such case all meetings of the subcommittee shall be noticed and held in conformance with the Ralph M. Brown Act. Other subcommittee meetings of less than a quorum and containing



**SAN DIEGUI TO RIVER PARK**  
**TRAIL EVENTS POLICY**

**PURPOSE**

Requests are frequently made to the San Dieguito River Park Joint Powers Authority (JPA) for permission to hold events on San Dieguito River Park trails. The purpose of this policy is to provide direction as to how such requests will be processed and the guidelines used for considerations of such events.

**POLICY**

It is the policy of the San Dieguito River Park JPA that events with the potential to impact the natural habitat, water quality, or wildlife along San Dieguito River Park trails, to damage trails, cause erosion, or disrupt the general public's ability to enjoy the trails shall be regulated to minimize such impacts. It is further the policy of the San Dieguito River Park JPA that such events may be allowed provided that the conditions and procedures described in this policy are adhered to. Examples of the types of events that are covered under this policy include: charity events, high school physical education activities, exercise workshops, reunions, bicycle/ running races, church and scout community events, fitness functions, weddings, etc. The planned size of the event and the proposed location determine the extent to which the trail and surrounding environment may be impacted, and the level of impact on JPA ranger and staff; therefore, this information is used to evaluate the proposed event, determine the permit fee, and decide whether or not the event should be allowed.

Permission to hold an event may be withdrawn if the JPA determines that the event would have an adverse impact on the trails or park environment due to unforeseen circumstances that arose after permission was granted. Permission is at the discretion of JPA staff as evaluated by the guidelines contained in this policy.

**A. PROCEDURES**

- 1) Requests for permits for events proposed on San Dieguito River Park (SDRP) trails or staging areas owned or managed by another public agency may require two permits: one from JPA and one from the other agency, as follows. If the event does require additional permits, then JPA staff will inform the applicant on the further steps needed.
  - a. For events proposed to be held at or using City of San Diego Public Utilities Department (Public Utilities) property an application must be submitted to both Public Utilities and JPA. Public Utilities has a Special Event Application form that must be completed, and a fee is required. The completed Special Event Application is submitted to Public Utilities and, at the same time, to the JPA in lieu of the SDRP Trail Events Application. A separate JPA fee may also be required. It is the policy of both agencies that when either agency receives one of the two permit applications described above, that Public Utilities and the JPA will work together for review and recommendation.
  - b. For events proposed on Del Mar Fairgrounds property, an application must be submitted to both the 22nd District Agricultural Association (22nd DAA) and SDRP. It is the policy of both

agencies that when either agency receives one of the two permit applications described above, that 22nd DAA and the SDRP will work together for review and recommendation.

- 2) For events on SDRP trails that do not require an additional Special Event Application from another agency, then the SDRP Trail Events Application is submitted only to SDRP. Contact SDRP staff if unsure which form to use.
- 3) Events requiring a permit from other City of San Diego Departments, or from the County of San Diego, shall be handled as in A.1. above, and any Public Utilities comments contained in this Policy may also apply to these other agencies.
- 4) The SDRP Trail Events Application must be received at least 30 days before the day of event. Refunds are made if cancellation is sent at least 10 days before the event, either by email or U.S. mail. Event organizer must confirm receipt of cancellation notice. If less than 10 days, the event organizer may be charged 25% of the fee paid. Payment of fees must accompany the SDRP Trail Events Application. Public Utilities may have different deadlines and cancellation policies.
- 5) Event organizers must review and comply with all Park Rules, in addition to the information contained in this Event Policy. Park Rules are attached as Addendum 1.
- 6) When an application is submitted, the JPA Senior Supervising Ranger will review the application and will contact the applicant for additional information and to review the proposed event. The Ranger must approve the proposed route of the event. Any subsequent change to the approved route by the Event Organizer may result in suspension of the event and a penalty fee and/or loss of the deposit.

#### **B. FEES & PERMIT PROCESS**

- 1) With certain exceptions described below, the following events do NOT require an SDRP permit: Private hikes, walks, runs, or rides passing through the park's trails without established rest stops, staging areas, start/finish locations, or other planned stops as part of the event, and no decorations, signs, or equipment, including amplified music or loudspeakers. All organized events require a permit. Even if no permit is needed, SDRP requires verbal notice to Park Offices if more than 25 users are expected for the event.
- 2) The term "users" includes estimated participants, including event staff.
- 3) Weddings require a permit regardless of the number of users. See separate Contract Agreement for additional requirements associated with wedding events and receptions.
- 4) Events that utilize a staging area or the SDRP trail system for the event itself, such as bicycle demonstration events, require a permit regardless of the number of users. The fee for this type of event is \$100.

- 5) Whether the permit is for a commercial or non-commercial event, there will be a fee for use of SDRP trails, over and above any Public Utilities permit fee. The fee is to reimburse JPA staff time to monitor the activity or clean up after the activity. The fee is based on the following:
  - a. No fee if less than 15 users if the event is organized by a non-commercial operation that does not charge a fee for event participation.
  - b. \$400 if less than 100 users by a commercial organization.
  - c. \$800 if 100 or more users by a commercial organization.
  - d. \$200 if 15 or more but less than 100 users by a non-profit organization.
  - e. \$400 if 100 or more users by a non-profit organization.
- 6) Pedestrian/Bicycle Events over 400 users require special permission and will be evaluated on a case-by-case basis.
- 7) Equestrian Rides that include TEN or more horses will require a permit; please contact the JPA office to determine permit conditions and fee. The reason is that large groups of horses can cause substantial impact to the trails; in addition, it is important to know when these events are planned to occur to avoid conflicts with other events planned in the park.
- 8) Event organizers shall remove all trail markings, signs/banners, or other evidence of the event within 24 hours after the event is completed. Failure to do so may result in a fine or forfeiture of event deposit.
- 9) A REFUNDABLE DEPOSIT of \$500 will be required to cover the cost of any damage or clean-up needed. Event organizer will be required to meet with JPA Park staff on site for an inspection after the event ends. If damage occurs, repair costs will be deducted from the deposit. Event organizer must pay for staff time and materials to repair any damage to trail or lake facilities, including trail surface. Damage or clean-up costs exceeding the deposit will be assessed after the event. If the event violates any of the permit conditions of approval, the deposit will be forfeit.
- 10) INSURANCE: Event organizer is required to provide Comprehensive General Liability Insurance naming the San Dieguito River Park Joint Powers Authority as well as the City of San Diego as additional insured. The SDRP insurance provider may have additional requirements.
- 11) ALCOHOL/GLASS CONTAINERS: Event organizer is responsible for obtaining any Alcoholic Beverage Control (ABC) Permit that may be required, in addition to all other permits, if alcohol will be served during the event. Glass containers used for drinking liquids are not allowed anywhere in the park.
- 12) PORTABLE TOILETS: Event organizer is required to provide portable toilets depending on the number of users. One portable toilet per 50 users.

**C. RESTRICTIONS FOR ALL EVENTS**

- 1) Events may only be held during daylight hours. Note trail closure times vary by location.
- 2) Event activities must be confined to trail corridors.
- 4) No vehicle access for set-up, water stations, etc. without prior permission from SDRP Supervising Ranger. Vehicle access restricted to emergency response only.
- 5) Event sponsors shall provide communication devices to event organizers to be used on the day of the event. Lead organizer shall provide contact information to SDRP and be available prior to, and leading up to, the event.
- 6) SDRP JPA staff may not be utilized by event organizers for the event and must provide their own personnel to manage participants, trail usage, parking, and respond to problems.
- 7) Events shall not interfere with normal trail activities, including access to parking and trails. If SDRP staff believes that the proposed event will interfere with normal trail activities, the JPA reserves the right to close sections of trail temporarily for the event. If such a closure is deemed necessary then an additional cost of \$200 will be added to the event fee.
- 8) It is the responsibility of the event organizer to remove all trash from the event immediately after the event. The event organizer shall provide large plastic trash bags. Existing trash cans shall be emptied after the event and lined with a plastic bag. Events with over 50 users shall provide for separating recyclable materials from other trash. Remove all recyclable materials as above.
- 9) Chalk, flour and other trail marking techniques such as paint, stickers or anything difficult to remove quickly after the event may NOT be used. Marking the trail can be done with removable signs, freestanding frames, flagging and cones only. Signs can be installed on temporary A-frames. These markings must be cleaned up and removed within 24 hours of the end of the event.
- 10) No plants or seeds that may sprout may be brought in for the event.
- 11) SDRP staff may cancel the event in the case of rain, as defined here: Definition of rain – 24 hours before the event, if rain is forecasted by the National Weather Service to exceed 0.15 during the event, or if within 48 hours of the event rain exceed or is predicted to exceed 1", or if total rain-fall 3 days to 1 week prior to the event rainfall exceeds 2", or within 24 hours of the event rain exceeds or is predicted to exceed 0.50.
- 12) JPA staff may cancel the event in the case of wildfires threatening River Park trails.
- 13) Smoking is prohibited anywhere in the park.
- 14) Hot air, helium, blow-up, water, mylar, or other balloons are prohibited at the event.

15) JPA staff reserve the right to revoke permission or deny future access if the event organizer violates this policy, deviates from the approved plan or route, or engages in activities that are deemed incompatible with regular use of the trail system or facilities. Loss of deposit as outlined in Section B.8 will also occur.

16) Event sponsors understand and agree that once a course is approved there will be no re-routing of that course without prior permission from the JPA.

SAN DIEGUITO RIVER PARK TRAIL EVENTS POLICY

**Addendum #1**

**Rules of the San Dieguito River Park**

*The San Dieguito River Park was created to help preserve and protect the fragile resource of natural open space. The following rules were established to provide the opportunity for recreation that does not interfere with wildlife or people's enjoyment of the Park's natural resources.*

**HAVE A GOOD TIME** - It is very important that people enjoy their time spent at the San Dieguito River Park. Regardless of how people feel when they enter the Park, when leaving they should feel good about themselves and their experience.

**STAY ON DESIGNATED TRAILS** – The JPA staff maintains trails designated for public use. These trails are maintained to provide access to natural areas and preserve the adjacent ecology. Use of closed trails is not allowed and use of non-designated trails is discouraged. If people stay on the trails, then the wildlife will be allowed to live unaffected by the intrusion of humans who come to their habitat to enjoy nature and get exercise.

**PETS MUST BE LEASHED AT ALL TIMES AND OWNERS MUST CLEAN UP AFTER THEIR PETS** - Pets should be leashed and on the trail for resource protection, safety, and consideration of other people (see hand-out 'Why should I put my dog on a leash'). Owners must clean up after their pets. Although the park provides bags at the trailheads, it is the pet owner's responsibility to carry a bag or tool to remove the pet waste.

**LITTERING AND DUMPING PROHIBITED** - Carry out what you carry in. Trashcans are located at all trailheads and also on some trails.

**DEFACEMENT PROHIBITED** - All trail markers, fences, signs, benches, and materials must be protected. JPA has limited funding and vandalism takes resources away from other projects. Natural features also must be protected from defacement. Spray painting and carving into rock, sand, or trees is, of course, strictly prohibited.

**ALL GEOLOGICAL AND ARCHEOLOGICAL RESOURCES ARE PROTECTED** - It is important that the geological features remain undisturbed to ensure a healthy ecosystem off the trail. Archeological resources are protected. Removal of any artifacts erases cultural history information of the San Dieguito River Park. Artifacts must be studied in their original location or the information is lost. Relics that remain may have religious value, and the removal of these artifacts can be considered the equivalent of stealing from a church.

**NO COLLECTING OR REMOVING OF ANY PLANT OR ANIMAL, THEY ARE PROTECTED** – In order to maintain a quality experience for people who enjoy the natural areas of the San Dieguito River Park, it is important not to disturb the ecosystem. Because of the large amount of people who visit the park, picking flowers or breaking off a branch can have long-term negative impacts on the ecosystem. For every snake or lizard that is killed or removed, many insects or rodents will not be eaten and allowed to thrive and multiply.

NO HUNTING OR FIREARMS ALLOWED; FIREWORKS ARE PROHIBITED- This includes all weapons; guns, rifles, bow and arrows, sling shots, and spears. Regardless of the target these items are not allowed. Weapons put the public's safety at risk (\*see *No Collecting or removing of any plant or animal* and *Fires are strictly prohibited* for explanation).

OFF ROAD VEHICLES ARE NOT PERMITTED, AUTHORIZED VEHICLES ONLY - Off road vehicles damage the SDRP trails that are designed for equestrian, hiker, or bicycle usage only. The noise of off-road vehicles may interfere with bird nesting and nocturnal animals that sleep close to the trail.

FIRES ARE STRICTLY PROHIBITED - Dry brush, in some cases has inherent properties that encourages fire, is extremely dangerous. Throughout San Diego County campfires contribute to devastating fires annually. BBQs are permitted in a specified area at the Lake Hodges boat dock ONLY, no exceptions (lake must be open for fishing).

FISHING is permitted seasonally at Lake Hodges. This helps lessen the impact of fishermen to the lake and surrounding ecosystems. Fishermen must possess a California fishing license and a daily-use permit that can be purchased at the main boat dock concession stand. Call 619-465-3474

*Please remember that a large number of people utilize the trails of the San Dieguito River Park and our ability to maintain a healthy natural environment will insure our continued access to natural areas in the future.*

## **San Dieguito River Park Lagoon Ranger Station Meeting Room Reservation Policy**

### Purpose

The primary purpose of the San Dieguito River Park Lagoon Ranger Station is for administrative and field support functions of San Dieguito River Park staff. The regular hours of operation are generally 8am to 4pm 7 days per week. JPA staff are on site and occupying the main office, garage, or work yard periodically throughout the day. When staff are not present, the main office, garage and work yard are to be locked, with the exception of the external public bathroom in garage.

The conference room at the Ranger Facility may be available to provide a facility for civic, educational, and cultural related activities that support the River Park's goals and objectives. To accommodate groups that are interested in using a room, this policy provides application and scheduling procedures and regulates the use of the room. In general, use of the conference room by the public not associated with an SDRP-sponsored event will be limited to prevent interference with SDRP use of the facility. Exceptions may be made by the Executive Director or his/her designee on a case-by-case basis.

### Priorities of use

Availability of days and hours of use are dependent on SDRP JPA use of the facility and are at the discretion of the JPA Executive Director or his/her designee. All rules and regulations specified in this policy must be followed.

Permission for use of meeting room shall be granted on a first-come, first served basis subject to the following priorities:

- SDRP initiated and/or conducted activities.
- All official SDRP co-sponsored groups and/or activities, that are non-profit, self-governing, privately organized and of an educational nature.
- All other organizations or uses will be at the discretion of the JPA Executive Director and must provide a direct benefit to the SDRP.

### Regulations and Restrictions

All meeting room users will be subject to the following regulations and restrictions:

- SDRP-sponsored functions/uses shall take priority over other uses and may necessitate rescheduling on a case-by-case basis. SDRP needs may preempt other scheduled events in the meeting room with a minimum thirty days' notice to a previously scheduled group.
- Room shall not be used for private social functions.
- Food or drink may not be brought into or served in the room without advance permission.
- The use of alcoholic beverages is prohibited.
- Smoking and vaping are prohibited.
- No pets or other animals may be brought into the facility or work yard (except in special circumstances as part of an SDRP-sponsored event).
- Use of the room limited to adults 18 years or older unless event is co-sponsored by JPA.
- No group's use shall interfere with the normal use and activities of the SDRP.



- Activities conducted shall not be in the nature of a commercial enterprise unless special circumstance approved by JPA Executive Director for functions that directly benefit the SDRP.
- Room capacity shall not exceed 25 persons and all applicable fire and building codes must be followed.
- No object, poster, or writing, etc. shall be placed on walls.
- No signs may be posted inside or outside of the facility without permission of the designated JPA representative. Exceptions may include portable A-frame wayfinding signs.
- The use of open flames or candles in the meeting room is prohibited.
- Use of room may be denied on the basis of the frequency of use or requests for space by other groups and organizations. In any case, room may not be used by the same group more than 12 times per year.
- Groups are expected to leave a room in the condition in which it was found. Any damage to the facility during use shall be the responsibility of the organization using the room and the JPA staff shall be notified of any damage.
- Groups must remove all debris, food, and personal items after each use of the room. Disposal shall be the responsibility of the group. A dumpster is available onsite and may be used if not full.
- No telephones are available onsite. Groups are expected to bring their own mobile phones for communication and emergencies.
- A/V equipment and support is not available. A TV monitor in the room may be used.
- Equipment, supplies, or personal effects cannot be stored or left in the facility before or after use. JPA is not responsible for theft of, or damage to, property brought into the building.
- JPA does not provide special accommodation to groups using the meeting room, such as room set-up, AV support, service to carry supplies, providing refreshments, office supplies or photocopies. All groups must provide their own support for preparation and reasonable clean-up.
- Permission to use the SDRP meeting room does not constitute JPA endorsement of a group's viewpoints, product, service, or program. Advertisements or announcements implying such endorsement are not permitted.
- SDRP staff must have free access to meeting room at all times. JPA retains the right to monitor all meetings to ensure compliance with SDRP policies.
- Permission to use the meeting room may be withheld from groups that have damaged the room, floor, equipment, furniture, facilities, or grounds, or that have caused a disturbance, or have failed to comply with the JPA policies, rules, and regulations.

#### Procedure

Any organization or group of persons desiring to use the meeting room must apply using the forms provided on the SDRP website and provide additional information as may be required by the JPA to assure compliance with the regulations and specifications of this policy. Applicants will be required to satisfy the JPA that meetings or activities will be conducted in an orderly manner without damage to the facility and that such persons or groups are financially able to respond to damages in the

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event of any personal injuries or property damage arising from the use of the room. Prior to use of the facility, the application must have the approval of the JPA designated representative.

#### Reservations

Reservation requests will be made by email; however, the reservation will not be valid until applicable fees have been paid, the Room Use Agreement has been signed by the responsible member of the organization and approved by the JPA designated representative. Pending reservations will be held for one week only without an approved application and fee payment.

#### Fees and Cancellation

- No fee is charged for use of the meeting room for non-profit SDRP partner organization or use co-sponsored by JPA.
- All other groups shall pay a deposit as follows:
  - One-hour minimums are required for reservations and are:

Refundable Deposit: \$200

- Notice of cancellation of a reservation is required three weekdays prior to the scheduled use. Any notice of cancellation less than three weekdays will result in forfeiture of the deposit.

\*Non-profit is defined as an organization that is so defined by the Internal Revenue Service, 501 (c) 3 or (c) 4 and has a State of California Tax Identification Number.