

AGENDA
RECREATION COMMITTEE MEETING
Wednesday, March 3, 2021 at 9:00 a.m.
District Headquarters, Board Room, First Floor
1701 N. Lombard Street, Oxnard, CA 93030

Meeting attendees should be aware that the meetings of the Committee are, as required by law, open to the public and the District has very limited powers to regulate who attends Committee meetings. Therefore, attendees must exercise their own judgement with respect to protecting themselves from exposure to COVID-19, as the District cannot ensure that all attendees at public meetings will be free from COVID-19.

In addition to its public meeting, people may choose to participate virtually using the Webex video conferencing application. To participate in the Recreation Committee Meeting via Webex, please click on this link:

<https://unitedwaterconservationdistrict.my.webex.com/unitedwaterconservationdistrict.my/j.php?MTID=md1e1bda2d0b5378a4db5db278d537ac1>

Meeting number: 126 761 2071

Password: CampFish (42326783 from phones)

To join by phone: 1-408-418-9388 (audio only, toll rates apply)

Access code: 126 761 2071

OPEN SESSION 9:00 a.m.

Committee Roll Call

1. Public Comment

The public may address the Recreation Committee on any matter on the agenda or within the jurisdiction of the Committee. All comments are subject to a five-minute time limit.

2. Approval of Minutes

Motion

The Committee will review the Minutes from the February 3, 2021, meeting and approve as submitted or direct staff to revise as necessary to accurately reflect the discussion and action taken at the meeting.

3. Administrative Update

Information Item

The Committee will receive an oral report and presentation from staff on the visitation and revenue associated with Recreation Area.

4. Monthly Operational Update

Information Item

The Committee will receive and review the monthly report. Additionally, the Committee will receive an oral report and presentation from staff which includes ongoing tasks and activities from the Lake Piru Recreation Area for the month of February 2021.



5. Future Agenda Items

The Committee will suggest issues and/or topics they would like to address at future meetings.

ADJOURNMENT

Directors:

Sheldon G. Berger, chair

Mohammed A. Hasan

Edwin T. McFadden III

Staff:

Mauricio E. Guardado, Jr., general manager

Clayton Strahan, chief park ranger

Josh Perez, human resources manager

Zachary Plummer, IT manager

Jackie Lozano, administrative assistant

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs, or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda material in an alternative format, please contact the District Office at (805) 525-4431. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

Approved: _____


General Manager Mauricio E. Guardado, Jr.

Posted: (Date) February 25, 2021

(time) 4:00 p.m.

(attest) Jackie Lozano

At: United Water Conservation District Headquarters, 1701 N. Lombard Street, Oxnard, CA 93030

Posted: (Date) February 25, 2021

(time) 4:15 p.m.

(attest) Jackie Lozano

At: www.unitedwater.org

MINUTES
RECREATION COMMITTEE MEETING
Wednesday, February 3, 2021 at 9:00 a.m.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

(In addition to its public Recreation Committee Meeting, the public could also choose to participate virtually using the Webex video conferencing application.)

Committee Members Present:

Chair Sheldon G. Berger
Mohammed A. Hasan
Edwin T. McFadden III

Staff Present:

Mauricio E. Guardado, Jr., general manager
Clayton Strahan, chief park ranger
Josh Perez, human resources manager
Joseph Jereb, chief financial officer
Zachary Plummer, IT administrator
Kris Sofley, executive assistant
Jackie Lozano, administrative assistant
Kurt White, park ranger

Public Present:

Tara Bravo (CV Strategies)
Burt Handy

OPEN SESSION 9:00 a.m.

Chair Berger called the meeting to order at 9:00 a.m.

Committee Roll Call

Clerk called the roll. Directors Berger, Hasan and McFadden were all participating via WebEx.

1. Public Comment

Chair Berger asked if there were any public comments. None were offered.

2. Approval of Minutes

Motion to approve the Committee Minutes from January 6, 2021, Director Hasan; Second, Director McFadden. Roll call vote, three ayes (Berger, Hasan, McFadden); none opposed. Motion carried 3/0.

3. Visitation and Revenue Recap

Chief Park Ranger Clayton Strahan opened with an introduction of Ms. Tara Bravo of CV Strategies to the Committee members. Ms. Bravo presented a first look of the proposed new website ExploreLakePiru.com. The new site offers more functionality and is more customer service driven with an online reservation system and credit card payment capabilities. "Contact us" inquiries on the site would be automatically directed to Chief Strahan for follow-up.



Chair Berger questioned if the site is stand-alone or part of United Water Conservation District's (United) website. Ms. Bravo replied that ExploreLakePiru.com would be independent of the United site, but will be linked to the United site. She estimates that it will take approximately 1-1/2 months after launching the new site before the District would see a lot of activity. The site information would be forwarded to Google once the site goes live. At present, United is collecting email addresses from those who had prior reservations. An email will go out informing guests of the live website which should spike website activity and hopefully drive visitation.

There was discussion among the Committee members regarding the amenities and upgrades to the campgrounds. Recreation staff is in the process of evaluating three sites in which to accommodate larger recreational vehicles (RV). Staff would review with Finance if this upgrade project could be budgeted for this or next fiscal year. The Wi-Fi project is underway with Operations and Maintenance working with Dieners Electric on delivering power to the Recreation area as well as assisting with installation of the towers/poles. IT and communications staff are busy setting up and testing the instrumentation part of the Wi-Fi system. Staff anticipates being able to go live with Wi-Fi availability in the entire core Recreation area in late spring or early summer and, if feasible, will offer Wi-Fi accessibility to the upgraded RV sites. At some point, a new fee schedule would be proposed for consideration to the Board.

Information Item. No further comments or questions from the Committee, and no action was taken.

No comments or questions from the public.

4. Monthly Operational Update

The Committee received and reviewed the monthly report, as provided in the agenda packet. Chief Strahan presented an overview of the monthly activities for January 2021 (presentation attached). There was discussion among the Committee and staff as to the response of potential concessionaire service providers for the Lake. At present, there is a request for proposals (RFP) going to the lawyers for review. An RFP was drafted and is in its second review with staff and will be forwarded to the General Manager. The RFP was not publicized, but staff would reach out to those who may have an interest. The focus for the RFP is customer service, especially regarding rental vessels and store, and would exclude campsites. Separately, United would operate the campsites through MySites portal, the self-serve reservation system embedded into the new ExploreLakePiru.com website, which fiscally made better sense overall.

The General Manager commended HR Manager Perez and Chief Park Ranger Strahan on the amazing work put forth during this pandemic. United's stance on reopening the Recreation Area is being considered month-by-month depending on public health and government considerations and regulations.

Information Item. No further comments or questions from the Committee, and no action was taken.

5. Future Agenda Items

Chair Berger polled the Committee as to any future agenda items. None were offered.

Director McFadden inquired as to when the Lake Piru staff would be eligible for COVID19 vaccinations. HR Manager Perez replied that United is working with Ventura County services to determine when and is working with other water agencies to get vaccinations expedited. United is making every effort to make that available to staff at the lake, which is also a factor in determining the best way forward in reopening.



ADJOURNMENT 9:34 a.m.

Motion to adjourn the meeting, Director McFadden; Second, Director Hasan. Meeting was adjourned by Chair Berger at 9:34 a.m.

I certify that the above is a true and correct copy of the minutes of the UWCD Recreation Committee meeting of February 3, 2021.

ATTEST: _____
Chair Sheldon G. Berger



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Visitation and Revenue Recap


January 2021 vs. January 2020
Day Use Revenue & Visitation Comparison

Year	Cash Revenue	Credit Revenue	Combined Revenue	Persons	Vehicles	Vessels
2021	\$6,410.00	\$7,714.00	\$13,584.00	2317	1040	124
2020	Unknown	Unknown	\$1,598.40	276	154	26

- January 2021 revenue and visitation figures are current through January 24.
- 2020 figures are for entire month and were provided by PMC. To provide equivalent comparison, camping revenue and visitation are not included, as the District is not currently open for these areas.
- 633% increase in revenue** between January 1-20 (2021 vs. same period 2020)
- 637% increase in visitation** between January 1-20 (2021 vs. same period 2020)

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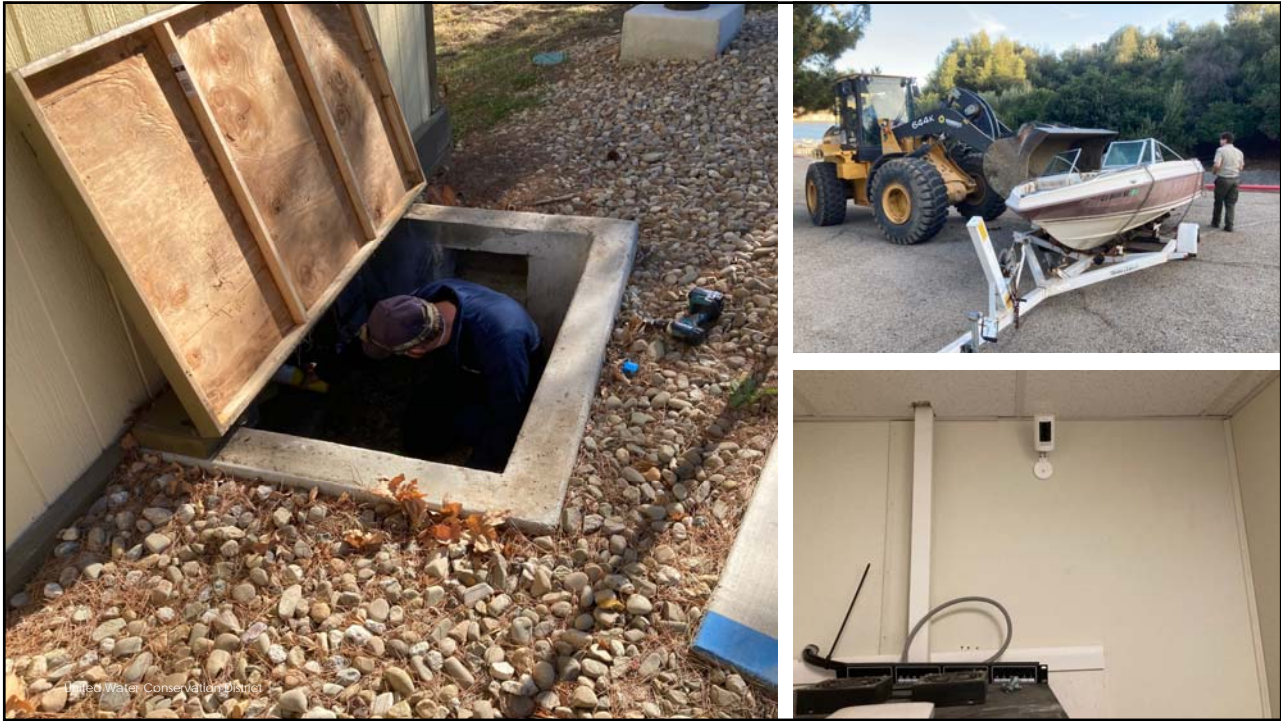


Operational Update


- Installed security cameras at the Ranger Station and Kiosk to manage secure cash collection locations
- Interviewed landscape contractors to assess and repair the day-use irrigation system (ongoing)
- Interviewed landscape contractors and secured proposals for potential long term landscape maintenance contracts
- Performed an Inventory audit of the Lake Piru store contents

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Operational Update

Began repairs to onsite facilities including:

- Built base pads for Connex storage containers
- Painted and prepped trim for Entry Kiosk repairs
- Contracted quality ag to replace roof on Dog Park restroom
- Arranged account services began ordering processes with House Sanitary for janitorial services



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Operational Update

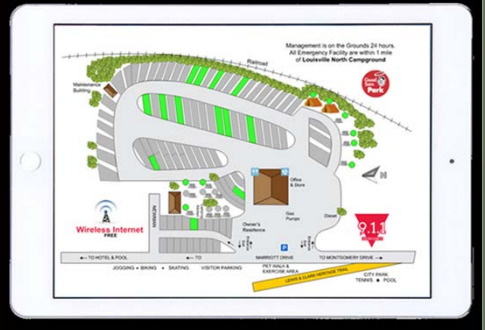

- Developed and proposed a draft job description for camp host services which is currently under review by General Counsel
- Implemented cash handling and credit processing procedures and purchased/installed safes for cash security
- Located and repaired domestic water system main line leak
- Began assessing and repairing damaged signs due to wind event

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Operational Update

Administrative Tasks:

- Reviewed two drafts of the mysites.com reservation system (anticipated launch in February)
- Approved IT purchases of equipment needed for cash handling (desktops, cash drawers, credit card readers, and printers)
- Completed a PCI Compliance Survey for credit card processing at Lake Piru
- Secured a proposal from CV Strategies to develop a customer facing website for Lake Piru

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Staff Report

To: UWCD Recreation Committee Members

Through: Mauricio E. Guardado, Jr., General Manager

From: Clayton W. Strahan, Chief Park Ranger

Date: February 21, 2021 (March 3, 2021 Meeting)

Agenda Item: 4 – (Board Item 5.2) Monthly Park and Recreation Department Report
Information item

Staff Recommendation:

The Committee will receive this summary report from the Park and Recreation Department staff regarding its activities for the month of February.

Discussion:

The month of February brought about exceptional opportunities for growth to the Lake Piru Recreation Area (Recreation Area). As always, regular maintenance, patrols, and contacts with the public consumed much of the Recreation Area staff's time.

Additionally, staff worked diligently to secure contracts for needed supplies and services, trained employees on new technology systems and cash handling practices, and began all preparations required to fully reopen the Recreation Area to the public. A vendor was brought in by staff to assist with the diagnosis and repair of several failures in the irrigation system located in the day use area. Over the course of the month, staff worked with our selected vendor to complete our new and greatly improved reservation and point of sale systems to increase our efficiency and effectiveness in handling Recreation Area operations both for day use and camping. A request for proposal was completed and has now been disseminated to identify and complete a negotiated agreement to run our Lake Piru Marina and storefront operations.

Eventually, District leadership determined that the Recreation Area was prepared to reopen, and camping reservations were opened with a target opening date of March 11, 2021. As of February 21, camping reservations had brought in more than \$7,000 of revenue in two days' time. The staff members of the Recreation Department continue to work hard to prepare the campground and facilities for the public and hold high hopes for the coming months.

1. Staff Tasks and Activities

- **February 1, 2, 18:** Tailored, decontaminated, and transported the District work barge to vendor for repairs to the trim mechanism.
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- **February 1:** Pressure washed marina, day use restrooms, and, in preparation for painting, the Connex storage container.
 - **February 2:** Removed downed tree branches from wind events that were blocking fire access.
 - **February 3, 15:** Cleaned the two floating restrooms on the lake to ensure public health for guests of the Recreation Area.
 - **February 4:** Cleaned-up refuse along Piru Canyon Road and around the Recreation Area as part of ongoing maintenance efforts.
 - **February 6:** With assistance from O&M staff, repaired two leaking water lines in the Oak Lane camping area.
 - **February 6:** Repaired a screen covering protecting the domestic water tank from contamination by foreign objects and debris.
 - **February 7, 9:** With assistance from O&M staff, isolated and repaired a section of leaking water line along Residence Row in the Olive Grove campground.
 - **February 7, 9, 15:** Sprayed approximately 200 gallons of herbicide in an ongoing effort to stop weed growth in the Olive Grove campground, marina area, and roadsides of the Recreation Area.
 - **February 8:** Assisted O&M personnel in the maintenance of communication technology at the Lake Piru Water Treatment Plant.
 - **February 9:** Installed a radio antenna for the Ranger's Office to allow improved communications between personnel throughout the Recreation Area.
 - **February 10:** Posted "No Swimming" signs at several locations in the Recreation Area adjacent to the lake shoreline.
 - **February 11, 17, 21:** Moved the courtesy dock to accommodate rising lake levels because of the inflow of state water from Pyramid Lake.
 - **February 15:** Repaired a leaking seal on the domestic prefilter vessel at the Lake Piru Water Treatment Plant.
 - **February 15:** Cleaned the pump barge in preparation for a sanitary inspection from the State Water Resources Control Board.
 - **February 16:** Removed accumulated vegetation debris and trash from the Olive Grove campground.
 - **February 15-19:** Pacific Vista Landscapes, a contracted landscape firm, was onsite assessing the day use irrigation system and making repairs. Their work included tracing wires to restore the functionality of the day use irrigation system, making three main line repairs, five lateral line repairs, replacing a valve and identifying future upgrades needed to restore the automation of the system.
 - **February 16, 18:** Completed maintenance and repairs to the dump trailer to return the dump mechanism to operational status.
 - **February 17, 21:** Moved the marina to account for rising water levels because of the inflow of state water from Pyramid Lake.
 - **February 18:** Cleaned the marina and day use restrooms to ensure public health for guests of the Recreation Area.
 - **February 19:** Installed bird deterrents on the pump barge to reduce the need for frequent cleaning of the barge.
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- **February 20:** Repaired and tightened the safety buoy line surrounding the pump barge for the Lake Piru Water Treatment Plant.
- **February 21:** Completed monthly testing of the satellite phone to ensure reliable communications in the event of an emergency.
- **February 22-26:** Pacific Vista Landscaping was onsite repairing the group camp two tree irrigation system and replanting 11 sycamore trees that died. The replanting of these trees is a requirement of a previous mitigation measure associated with the construction of the Park Ranger facility in 2019, in which the District planted 44 trees and was required to maintain those trees for a five-year period. Unfortunately, 11 of the trees did not survive. It is believed that the irrigation improvements, as a part of this project, will ensure the survival of the new plantings.

2. Staff Training/Meetings/Events

- **February 4:** Received training from a representative of House Sanitary Supply regarding safe and effective use of cleaning products and chemicals in the Recreation Area.
- **February 8-12:** Park Ranger Cadet Danny Helton attended Inland Boat Operator training in Lake Havasu, Arizona. The training, which is hosted by California Department of Boating and Waterways, prepares attendees to safely operate vessels in an inland environment, respond to emergencies, and make enforcement stops.
- **February 8:** Met with members of the Piru Neighborhood Council and the Heritage Valley Tourism Bureau to engage both organizations to better promote the Recreation Area in the Santa Clara Valley and the surrounding areas.
- **February 14:** Held an interdepartmental meeting to provide feedback on the FY 21-22 budget.
- **February 17:** Coordinated a training for the Finance and Administrative Services Divisions to participate in a virtual review of the MySites.com reservation system for the Recreation area. The training, which was hosted by members of Southeast Publications (MySites.com), was approximately three hours long and provided a review of the financial reporting practices of the system and the overall functionality of the system.
- **February 17:** Attended and participated in the Piru Neighborhood Council meeting for the community of Piru. Staff also provided an update to the community on ongoing activities at the Recreation Area.
- **February 19, 26:** Participated in a virtual review of the MySites.com reservation system for the Recreation area. The training, which was hosted by members of Southeast Publications (MySites.com), was approximately three hours long and provided a review of the systems reporting functionalities, the point-of-sale functions of the system and a review of the reservation functions needed to process camping reservations.
- **February 24:** Participated in the CCWUC water operators monthly virtual training as part of their efforts to obtain continuing education units (CEU) for the water treatment operator certifications. The topic of review was that of the “History of Pump Efficiency Testing in California”. The training provided one CEU for each attendee.

3. **Revenue & Visitation Recap**

2021 Day Use Revenue Recap and Comparison	
2021 Day Use Revenue (Jan. 1-Feb. 23, 2021)	\$ 27,414.50
2020 Day Use Revenue (Jan. 1-Feb. 29, 2020)	\$ 6,380.30
Total Revenue Increase/Decrease from Prior Year	\$ 21,034.20
Annual Increase in %	330%
2021 Camping Revenue Recap and Comparison	
2021 Camping Revenue (Feb. 19-23, 2021)	** \$10,437.00
2020 Camping Revenue (Jan. 1-Feb. 29, 2020)	\$52,643.00

*** Camping Revenue has been impacted by the park closure order due to COVID-19. Camping reservations resumed on February 19, 2021.*

2021 Total Visitation Figures				
Month	# Nights/Sites	# People	# Vehicles	# Vessels
January	0	2627	1196	219
February (1-23)	0	1657	858	114

4. **Incidents/Arrests/Medicals**

- **February 3:** On February 3, 2021, Rangers and Ventura County Sheriff's deputies responded to the Recreation Area after hours in response to 911 calls from a woman who was lost in the area around the lake. The missing individual was located by staff. Responding Sheriff's Deputies and staff ensured she was safely transported back to her vehicle.
- **February 9:** While completing unrelated maintenance tasks, staff encountered a young girl who had fallen off her bike and was complaining of pain in her knee. Staff completed a brief assessment of the girl, determined that no serious injuries existed, and provided an ice pack to mitigate the pain after instructing the girl's parents to seek medical attention if her condition did not improve.
- **February 18:** Staff assisted in the safe extraction of a guest's vehicle which had become stuck in a muddy area of the shoreline. The guest did not realize that the area they drove into was so slick and they were grateful for the assistance.

5. **Citations/Enforcement Summary**

No enforcement action was taken during the month of February.

6. **Grants**

Staff is continuing to actively monitor and evaluate all available grant opportunities. There is currently nothing to report on this matter.