

AGENDA
RECREATION COMMITTEE MEETING
Wednesday, May 5, 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 (22673474 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 Members Roll Call

1. Public Comment

The public may address the Recreation Committee on any matter not on the agenda 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 April 7, 2021 meeting.

3. Economic Update

Information Item

The Committee will receive an oral report and presentation from staff on the visitation and revenue figures 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 April 2021.

5. Future Agenda Items

The Committee will suggest issues or topics of discussion they would like added to future agendas.



ADJOURNMENT

Directors:

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

Staff:

Mauricio E. Guardado, Jr.
Clayton Strahan
Josh Perez
Zach Plummer
Jackie Lozano

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: _____

A handwritten signature in blue ink, appearing to be 'M. Guardado', written over a horizontal line.

General Manager Mauricio E. Guardado, Jr.

Posted: (Date) April 29, 2021

(time) 2:45 P.M.

(attest) Jackie Lozano

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

Posted: (Date) April 29, 2021

(time) 3:00 P.M.

(attest) Jackie Lozano

At: www.unitedwater.org

MINUTES
RECREATION COMMITTEE MEETING
Wednesday, April 7, 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

Committee Members Absent:

Edwin T. McFadden III

Staff Present:

Mauricio E. Guardado, Jr., general manager
Clayton Strahan, chief park ranger
Maryam Bral, chief engineer
Joseph Jereb, chief financial officer
Jackie Lozano, administrative assistant
Josh Perez, human resources manager
Zachary Plummer, IT administrator

Public Present:

Maria Christopher
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 and Hasan were participating via WebEx. Director McFadden was absent.

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 March 3, 2021, Director Hasan; Second, Director Berger. Two ayes (Hasan, Berger); none opposed, one absent (Director McFadden). Motion carried 2/0/1.



3. UWCD Board of Directors Motion Items (April 14, 2021 meeting)

3a. Board Agenda Item 4.2: Resolution 2021-08 Lake Piru Recreation Area Fees, Fee Administration, Loyalty Rewards Program, and Reservation/Cancellation/Refund Guidelines

Chief Park Ranger Strahan summarized the Resolution to the Committee. There was discussion among the Committee and staff regarding Wi-Fi access. Chief Strahan stated that United staff is close to having Wi-Fi available for use in the RV area and plans to have Wi-Fi available to the entire park by Memorial Day. Visitors will be able to pay for and receive access codes via MySites.com. Upon purchase, Wi-Fi is limited to 30 days of use. It was requested by one of the Committee members to keep the pricing consistent on the published list by rounding the fees to whole dollars (removing .99) for ease of bookkeeping moving forward.

There was also discussion as to the refundable group sites clean up fee. General Manager Mauricio Guardado requested the item be renamed a *Security Deposit* to make it clear what the visitor is paying for. After discussion, the Committee agreed to recommend approval of Resolution 2021-08 to the full Board.

No further comments or questions from the Committee.

No comments or questions from the public.

4. Economic Update

Chief Strahan provided an overview and presentation to the Committee (presentation attached). There was discussion among the Committee and staff regarding occupancy levels based on current COVID-19 restrictions. Chair Berger requested a comparison of Day Use, Visitation and Camping Revenue over additional years, stating that it would provide a better comparison when looking at the whole picture prior to the impact of COVID-19 closures. Chief Strahan said he would update the table to include years 2018 and 2019.

Maria Christopher asked for permission to address the Committee. She represents the Heritage Valley Tourism Bureau and commented on the amazing work Chief Strahan and others at the lake have done to promote and expand the visibility of the Recreation Area, and efforts in reaching out to Santa Clarita. She recently visited the Pothole Trailhead facility and commented on the atmosphere, the views, and could not thank park staff enough. Chair Berger thanked Ms. Christopher for her comments and expressed his gratitude to Chief Strahan on the outstanding work taking place at the lake.

Chief Strahan mentioned how MySites has been beneficial for evaluating campsite reservations. This has allowed him to quickly ascertain which areas are used most often, the number of visitors, and the revenue detail on a daily, weekly, and monthly basis to enhance effective decision making. MySites also provides a visual breakdown through charts of the campsite and day use revenue that can be used for analysis and future presentations.

Information Item. No further comments or questions from the Committee.

No further comments or questions from the public.



5. Monthly Operational Update

The Committee received and reviewed the monthly report, as provided in the agenda packet. Chief Strahan presented highlights of the monthly activities for March 2021 (presentation attached). He circled back on the Committee's inquiry regarding the Recreation Area's Master Plan. The plan was developed in 1999 and updated in 2008. Currently, he is working with the General Manager and Chief Engineer to evaluate, revise and update the existing Master Plan which addresses all the activities in the park.

There was discussion among Committee members and staff regarding landscaping services, procurement of vehicles for the campgrounds, ADA compliance of park seating, and the bid process for the concession and marina areas. Chair Berger said he would like to know if there had been a decision on whether United would take over the concession and marina services at the lake. Chief Strahan responded, stating that the bid process closed on March 24. He added that there were two letters received, but the parties declined to submit a proposal due to either timing or limited revenue. There was one nonconforming proposal received and staff would be meeting with that company later that day. Mr. Guardado asked Chief Strahan to inform the Committee regarding alternatives being considered, which are: 1) do nothing now and continue with no concessions vendor, then evaluate later; 2) negotiate with nonconforming proposal company to run only the marina operations and United maintains the store; or 3) hire a company to run the marina and not have a store. The plan is for Recreation staff to continue to meet with Mr. Guardado to discuss the different options.

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

No comments or questions from the public.

6. Future Agenda Items

Chair Berger polled the Committee as to any future agenda items.

- Present a brief recap of the updated *Day Use plus Camping Revenue and Visitation* table at the upcoming Finance and Audit Committee meeting on April 13.

Chair Berger thanked Chief Strahan for the outstanding job he has done for the Recreation Area. He also thanked Ms. Christopher for her attendance and comments, which he said he would share at United's Board of Directors meeting on April 14.

ADJOURNMENT 10:03 a.m.

Meeting was adjourned by Chair Berger at 10:03 a.m.

I certify that the above is a true and correct copy of the minutes of the UWCD Recreation Committee meeting of April 7, 2021.

ATTEST: _____

Chair Sheldon G. Berger




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Lake Piru Fees and Loyalty Rewards/Incentives Program

- **Approval of Loyalty Rewards/Incentives Program**
- **Approval of Proposed Changes to the Lake Piru Fee Schedule**
 - Amend vehicle fee from annual daily rate of \$14 to seasonal daily rates of \$10 (Oct-Mar) and \$14 (Apr-Sep)
 - Amend Group II nightly fee from annual flat rate of \$30 per night to seasonal rate of \$25 and \$32 per night
 - Amend daily motorcycle fee from \$9 to \$8
 - Amend reservation fee from \$9 to \$10
 - Adopt a \$100 refundable deposit for Group camp sites
 - Adopt a \$50 cancellation fee for group sites
 - Adopt Wi-Fi fees of \$8.99 p/d, \$22.99 p/w and \$39.99 p/m

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Reservations, Cancellations, and Refunds Guidelines

- **Approve draft set of guidelines to address the following:**
 - Cancellations
 - No-show Cancellations
 - Refunds
 - Reservations
 - Cleaning Deposits
 - Check In/Out Procedures

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Economic Update

2021 vs. 2020 Day Use plus Camping Revenue and Visitation Comparison

Year 1 282	Day Use Revenue	Camping Revenue	Combined Revenue	Persons	Vehicles	Vessels
2021	\$48,559.50	\$54,843.60	\$103,401.10	7,573	3,696	334
2020	\$9,731.25	\$49,321.80	\$50,293.05	2,885	1,282	224

2021 revenue and visitation figures are current through March 27, 2021.

2020 figures are for entire month and were provided by PMC.

399% increase in **Day Use Revenue** between January 1 and March 27 (2021 vs. same period 2020)

106% increase in total **revenue** between January 1 and March 27 (2021 vs. same period 2020)

115% increase in daily **revenue** collected January to March (2020 vs. 2021 collection period – \$553/day 2020 vs. \$1,193/day 2021)

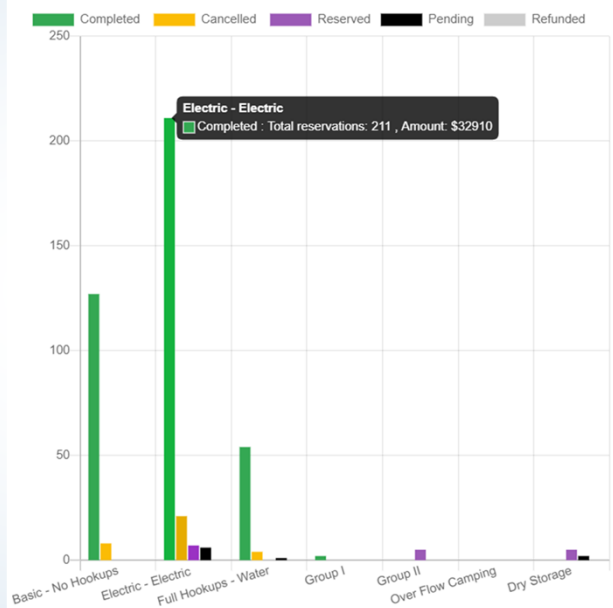
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- Electric sites accounted for \$32,910 in revenue collected with add-on sales
 - \$711 in firewood sales
 - \$80 in ice sales
 - \$172 in shower sales

Revenue Breakdown

Reservation Statuses By Site Type



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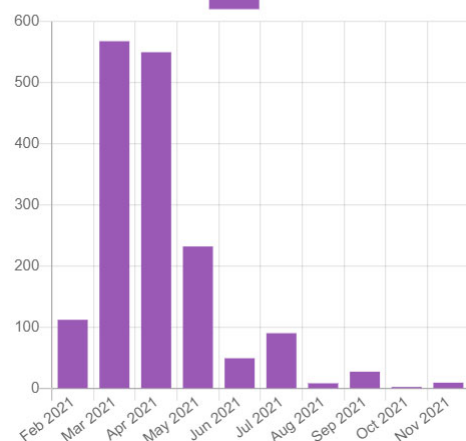
- 323 reservations made between February 19 and March 27, 2021
 - 734 of 1647 visitor nights were for electric sites
 - Electric sites accounted for \$24,471 (bill add-ons excluded)

Guest Nights

Guest Nights

Total Nights Stayed - 1647

Avg Stay 3.94



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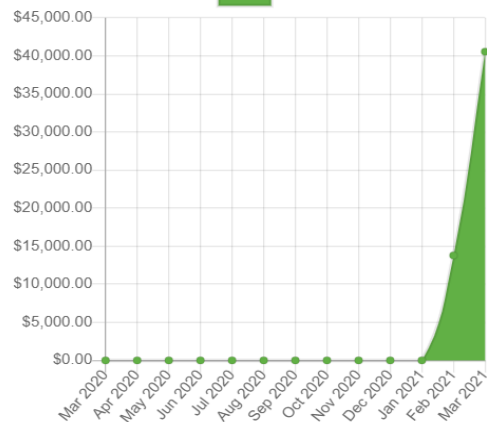
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- Approximately \$55,000 in Camping Revenue February 19 – March 27
- Approximately \$49,000 in Day Use Revenue January 1 – March 27
- Projecting \$60,000 in Camping Revenue in April and \$20,000 in Day Use Revenue

12-Months Earnings

Year 12 Months Earnings

Total Payments Received - \$ 54,331.60
This Month Payments Received - \$ 40,545.60



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Operational Update – General



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- Executed Professional Services for Landscaping and tree care services
 - Pacific Vista Landscape LLC. was selected as the lowest qualified bidder
- Continued with Master Plan evaluation and planning efforts
- Recruited and hired four seasonal park ranger assistants and two volunteer work camper couples

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Operational Update

Irrigation System Repairs

- Pacific Vista Landscape continued efforts to repair the park's irrigation system which included:
 - One main line leak repair
 - Two lateral line repairs
 - Installation of pressure gauge
 - Installation of an isolation valve and blow off
- Replacement of 20 irrigation heads
- Installed 300 feet of drip line and planted 11 trees



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Operational Update

Purchases and Installations

- Purchased six Yamaha U-max rally utility carts for seasonal and volunteer staff
- Purchased new uniforms for all seasonal staff (polo shirts and caps shown to the left)
- Purchased 10 new handheld radios for park staff
- Installed radio base station at Ranger Station
- Purchased three generators to address ongoing PSPS outages
- Installed ice machines in two locations within the park
 - Ice provided by Newhall Ice for sales operations



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Operational Update

Facilities Maintenance

- Relocated two connex storage containers onto gravel pads
- Installed a new fee sign
- Reprogrammed the pay shower systems (8 minutes for \$1.50)
- Cleaned and prepped the Oak Lane and Lower Oaks restrooms
- Relocated all ADA picnic tables
- Installed fishing line tubes (Grant)



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Operational Update

Travel and Training

- Staff participated in a departmental kickoff meeting on March 27, 2021.
- Ranger Danny Helton attended and completed Boater Safety and Enforcement Training at Lake Havasu.
- Chief Strahan is planning to attend Clemson University in the fall to complete the in-person portion of the Ron Walker Leadership Program for Recreation Professionals course.
- Participated in ongoing coordination meetings with the staff of MySites.com and Finance personnel.



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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: April 24, 2021 (May 5, 2021 Meeting)

Agenda Item: 4 (Board Item 5.5) Monthly Park and Recreation Division Report
Information item

Staff Recommendation:

The Committee will receive this staff report and a presentation from the Park and Recreation Division staff regarding its activities for the month of April 2021.

Discussion:

The month of April brought warmer weather and new developments to the Lake Piru Recreation Area. We welcomed a significant number of guests back, and many expressed their gratitude to be able to enjoy the camping and day-use facilities. Recreation staff handled the day-to-day cleaning and operational tasks typical to the operation of the park, as well as several significant maintenance projects. Staff also laid the groundwork for a bright future with several significant developments. Discussions moved forward with vendors for vending machines and the store, as well as boat rentals at the marina. Additionally, the Wi-Fi project was finally completed thanks to the significant efforts of the Operations & Maintenance and IT Divisions of the District. The warmer weather and increased visitation also increased the workload for the Park Rangers who did their best to maintain a clean and safe environment for the guests. Among the notable events was an unauthorized baptism in the lake, numerous broken-down vessels which required assistance, a small fire in the Olive Grove campground, and a dog bitten by a rattlesnake which unfortunately did not survive.

1. Staff Tasks and Activities

- **April 1:** With assistance from O&M Staff, replaced broken electrical pedestals in the Olive Grove campground.
 - **April 1, 3, 4, 5, 22, 23, and 24:** Performed minor plumbing repairs in the Olive Grove restroom and marina facilities.
 - **April 2:** Acquired and operated generators to ensure continuity of operations during a planned power outage.
 - **April 5, 11, and 19:** Installed soap and hand sanitizer dispensers in an ADA-compliant manner throughout the Recreation Area.
-

- **April 5 and 12:** Installed “Quiet Hours” signs at the entrance to the Olive Grove and Oak Lane camping areas.
- **April 6:** Worked to refurbish and repaint the “Lake Piru” sign (log by the entry kiosk) as part of the Board’s prior “art in public places” request.
- **April 8:** Repainted several “No Parking” red curbs in the Recreation Area to ensure traffic safety measures and enhance the appearance of the park.
- **April 9 and 15:** Removed a broken change machine and refinished the exterior of the building where it was located.
- **April 12:** Mitigated vandalism to the Pothole Trailhead parking facility. These efforts required re-setting boulders and adding additional boulders at the Pothole Trailhead after reports were received that someone had moved the boulders to allow unauthorized persons/vehicles to bypass the gate on Piru Canyon Road.
- **April 15 and 16:** Performed tile repairs in the upper Olive Grove restroom and refinished the floor in several areas which had become safety hazards.
- **April 20:** Assisted IT staff with the implementation of Wi-Fi services throughout the Olive Grove Campground. This project is now complete and live for public use.
- **April 23:** Performed weed abatement and brush clearance in conjunction with Pacific Vista Landscapes to enhance the parks appearance and to comply with fire safety regulations.
- **April 24:** Cleaned and removed several areas of graffiti vandalism in the lower Olive Grove restroom.

2. **Staff Training/Meetings/Events**

- **Weekly throughout April:** Completed regular Daily Training Bulletins and policy updates through District vendor Lexipol.
- **Throughout April:** Participated in eight meetings to Southeast Publications to refine the mysites.com reservation systems and financial reporting practices for the Recreation Division.
- **April 6:** Met with representatives from the Santa Clarita Tourism Bureau and Visit California to develop marketing partnerships with the two firms.
- **April 7:** Hosted and attended the monthly Recreation Committee meeting.
- **April 6, 8, and 21:** Met internally with the Engineering Department and once with the General Manager to discuss the ongoing efforts associated with the Park and Recreation Division master planning process.
- **April 21:** Met with Tannenbaum Vending to try and secure a proposal for vending concessions services at Lake Piru.
- **April 22:** Met with a representative from a perspective bidder associated with the Lake Piru Marina operation to discuss the potential operating agreement for rental boat operations in the future at Lake Piru.
- **April 23:** Participated in the monthly District-wide safety meeting.

3. Revenue and Visitation Recap

2021 Day Use Revenue Recap and Comparison	
2021 Day Use Revenue (Jan. 1-April 24, 2021)	\$87,822.50
2020 Day Use Revenue (Jan. 1-April 31, 2020)	\$9,731.25
2019 Day Use Revenue (Jan. 1-April 31, 2019)	\$36,086.60
2018 Day Use Revenue (Jan. 1-April 31, 2018)	\$22,935.40
Total Revenue Increase/Decrease from Prior Year	\$78,091.25
Annual Increase in %	802%
2021 Camping Revenue Recap and Comparison	
2021 Camping Revenue (Feb. 19-Apr. 24, 2021)	\$125,978.30**
2020 Camping Revenue (Jan. 1-Apr. 30, 2020)	\$47,469.80
2019 Camping Revenue (Jan. 1-Apr. 30, 2019)	\$178,568.03
2018 Camping Revenue (Jan. 1-Apr. 30, 2018)	\$96,886.20
Current and Record Year Comparison (2019 vs. 2021)	
2021 Combined revenue (Jan. 1 to Apr.24)	\$213,800.80***
2019 Combined Revenue (Jan. 1 to Apr. 30)	\$214,654.63

****** Camping Revenue has been impacted by the park closure order due to COVID-19. Camping reservations resumed on February 19, 2021 and in person camping did not begin until March 11.

******* It should be noted that 2019 was one of the parks highest revenue regarding years in the history of the park. 2021 is on pace to exceed both the 2019 day use and camping revenue figures with 119 of reservations and in person camping in 2019 and only 61 days of reservations and 44 days of in person camping in 2021.

2021 Total Visitation Figures				
Month	# Nights/Sites	# People	# Vehicles	# Vessels
January	0	2,627	1,196	219
February	0	2,047	1,049	155
March	243	3,473	1,771	393
April (1-24)	508	5,172	2,237	427

4. Incidents/Arrests/Medicals

- **April 11:** Rangers responded to a report of a couple on the northern floating restroom fighting with each other. Upon arrival, the rangers learned that the couple had been paddling their canoe back across the lake when they overturned and lost their belongings, including the paddles. Rangers determined that no crime had occurred and safely transported the couple and their canoe back to their vehicle.
- **April 13:** Rangers responded to a report of a person screaming in the area of the marina. The person was contacted and exhibited paranoia and unusual behavior. Rangers escorted the subject out of the Recreation Area after determining that he had not paid an entry fee. Based on his behavior, rangers contacted the Ventura County Sheriff's Office for an evaluation of the subject's wellbeing. Deputies determined that the subject was experiencing a mental health crisis and transported him for mental health care.

- **April 17:** Rangers responded to a report of a guest's dog which was bitten by a rattlesnake. Upon arrival, rangers found that the rattlesnake had already been killed by another guest. Ranger offered the guest options for emergency vet care and disposed of the snake. Sadly, the dog had to be put down.
- **April 17:** Recreation staff put out a fire in the Olive Grove campground that was ignited as a result of a guest's campfire. The guest had sprayed lighter fluid onto the lit fire, causing flames to travel upwards into the bottle. The guest panicked and threw the bottle, causing a fire at the base of a fence. Fortunately, Recreation Staff happened to be in the area and extinguished the fire with a hose before it could spread or cause damage.
- **April 18:** Rangers responded to a medical call in the Olive Grove campground and evaluated an infant boy who had a fever. Aside from a mild fever, there was no indication of a medical emergency. The boy's parents declined ambulance services and decided to take the child for medical treatment later in the day.
- **April 24:** Recreation staff noted several pieces of graffiti vandalism in the lower Olive Grove restroom and reported the incident to Park Rangers. Rangers investigated the graffiti and determined that it was associated with a criminal street gang from Tustin, California. Photos of the graffiti and information gathered during the investigation was forwarded to the Ventura County Sheriff's Office for follow-up and the graffiti was removed.

5. Citations/Enforcement Summary

Throughout April, two citations were issued for violations of Ordinance 15:

1. Fishing after hours
2. Allowing a person under 13 on a personal watercraft without a personal flotation device

In addition, 19 written warnings were issued for violations of Ordinance 15:

1. Entering the Recreation Area without paying
2. Fishing after hours
3. California Vehicle Code violations
4. Harbor & Navigation Code violations for boating safety

6. Grants

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