

## **PVPLC/City Preserve Management Team Meeting Minutes**

**9:30 a.m. Thursday, October 2, 2014, Community Room**

**In Attendance: Acting City Manager Carolynn Petru, Recreation and Parks Department Director Cory Linder, Community Development Deputy Director Ara Mhramian, Acting Maintenance Superintendent Andy Winje, Administrative Analyst Katie Lozano, MRCA Supervising Ranger Jewel Johnson, Los Angeles County Sheriff's Department Deputy Tammy Bouse, PVPLC Executive Director Andrea Vona, PVPLC Conservation Director Danielle Lefer**

### **Preserve Maintenance**

- Review of Active Habitat/Trail Projects (PVPLC/PW/RP/CD)
  - San Ramon Reserve trail connector to Friendship Park (PW)-Trail enhancements are complete.
- Unauthorized/Spur Trail Closures (PVPLC)
  - Inventory/Master Plan for Spur Trails-Inventory of unauthorized spur trails was discussed. The Management Team is working on an Unauthorized Trail Closure Plan to include elements of public education, signage, effective closures, prioritizing closures, focused enforcement, and team work and maximizing resources.
- Review City Preserve Maintenance Logs (RP/PW)-Team reviewed logs (attached).
- Review of Volunteer Trail Crew (VTC) Reports/Activities (PVPLC)- The VTC has built a retaining wall at Abalone Cove Reserve and is assessing work needed to close spur trails off of Rim Trail. They are also helping find the best route for a connector trail in Vista Del Norte Reserve, and will begin a trail improvement project on Toyon Trail in the fall.
- Keeper Reports (PVPLC)-PVPLC will share the monthly reports for trail related attributes with the Management Team to enhance communication. They'll share these via email prior to the monthly Management Team meetings.
- Signage (Regulatory/Welcome/Trail Markers, etc.) (PVPLC/PW/RP)
  - Monument Signage, Entry Kiosks, and Welcome Signage (PVPLC/RP)- In order for the 2012 HCF Grant funding to be released, deed restrictions must be recorded, including legal descriptions of the properties. This grant will be used for monument and welcome signage, as well as kiosks at Preserve entry points.
- Additional Rules Signage in Preserve (Port. Bend, Filiorum, Abalone Cove, Vicente Bluffs) (RP/PW): Additional signs for the following rules have been ordered: No animals on the beach, No open flames, Closed areas/No Beach Access, and Preserve hours.
- Preserve Gate Locks (PW)-Public Works has requested a Preserve Gate Lock survey showing where all the Preserve gate locks are, and which locks are allowed on those gates. This will help Public Works look into a new gate locking mechanism.
- Coastal Trail Markers (PW)- Public Works will order many additional decals of both the coastal trail decal and the RPV logo decal. They are being removed from their posts. Public Works will take a site visit with Deputy Director Mhramian to determine the best way to affix the decals to the post; likely tamper-proof screws.
- Cell Tower on Palos Verdes Drive South near Narcissa Drive (RP)-Deputy Director Mhramian indicated that the tower will be moved to the seaward side of the road, and is not in the Preserve.
- Dumpsters in public right-of-way: Analyst Lozano shared the protocol for acquiring an encroachment permit for a dumpster to be located in the public right-of-way for future PVPLC projects. PVPLC will submit a monthly dumpster request calendar to help assure their service needs are met without error.
- Identifying areas in need of Public Works maintenance: Management Team agreed that finding certain areas in need of maintenance (especially off trail) can be challenging. PVPLC staff will help mark a path to the area in need of maintenance with orange tape to help Public Works crews find the locations.
- Status of Grant contracts/Agreements (PVPLC)
  - Los Angeles County: PVPLC is ready to begin work. Part of the grant was used for connectivity to the new donor recognition site at Del Cerro Park. Other potential projects could include trail connectivity projects, closing the new spur trail system off of Vanderlip Trail, and creating a connector trail from Three Sisters Reserve to Upper Filiorum Reserve.

- 2009 HCF Grant: Funds are nearly exhausted. There were primarily used for spur trail closures in the Portuguese Bend Reserve
- 2012 HCF Grant: In order for the 2012 HCF Grant funding to be released, deed restrictions must be recorded, including legal descriptions of the properties. This grant will be used for monument and welcome signage, as well as kiosks at Preserve entry points.

## **Preserve Operations**

- Ranger Report: Ranger Johnson reiterated her report given at the Preserve Public Forum Meeting.
- City Preserve Public Use Logs (RP): Analyst Lozano reiterated her report given at the Preserve Public Forum Meeting.
- Review of Volunteer Trail Watch Reports (PVPLC): VTW Reports will be available once their web portal is in place. The web portal should be active within the next two weeks.
- Motorized vehicles access to Preserve (RP): The Management Team will look into motorized access points, and determine ways to prevent Preserve access.
- Managing private Preserve entry points (RP): The private communities of Rolling Hills, Narcissa neighborhood, and Portuguese Bend community have contacted the City with security concerns of Preserve users accessing their private property via the Preserve. The San Pedro trailer community has also requested private entry into Ocean Trails Reserve. The Management Team will prioritize mitigating this issue.
- Stair Use at Filiorum Reserve (RP): City staff will conduct a site visit, and come up with a strategy to deter use of the stair case, which is on a City easement of HOA property, and not designed for recreational use. It also has led to the creation of spur trails from the stair case to Filiorum Reserve.
- Closing a portion of San Ramon Reserve to the public (RP/PW): This topic has been continued to the November Preserve Management Team meeting.
- Portuguese Bend Reserve Greeters (PVPLC): PVPLC is working on a Greeter Program. The program involves having volunteers, educated on the Preserve, stationed at the top of Burma Road to educate Preserve users and make route recommendations. They may also hand out water. This program will be initiated once the PVPLC hires a new Volunteer Coordinator position.
- Enforcement Priorities (All): Enforcement priorities remain the two most heavily used Reserves: Abalone Cove Reserve and Portuguese Bend Reserve. Rangers will continue to monitor the intersection of Peppertree-Toyon-Landslide Scarp Trails.
- Volunteer Trail Watch and Rapid Response Team Priorities (PVPLC): VTW and RRT remain focused on Portuguese Bend Reserve.

## **Additional Items**

- Preserve Public Forum Meeting
  - Follow-up Items: The Management Team's work on an Unauthorized Trail Closure Master Plan and media guidelines will address many of the concern's raised at the meeting.
  - Tentative date of next meeting: January 14<sup>th</sup>
- Establishing a Media Policy (RP): The Management Team will bring suggestions for media guidelines to the November meeting.
- Enforcement/Volunteer/Trails liaisons at Team Meetings (RP): The Management Team will initiate monthly meetings with the Volunteer Trail Watch to facilitate communication and maximize resources.
- User group etiquette brochure (RP): The Management Team will create trail etiquette information for public dissemination. Analyst Lozano has reached out to several Preserve user groups, and will create the first draft for the group to consider.

**Next Meeting: Nov. 6<sup>th</sup> @ 9:30 a.m.**