

**PVPLC/City Preserve Management Team Meeting Minutes  
9:30 a.m. Thursday, November 6, 2014, Community Room**

**In Attendance:** Acting City Manager Carolynn Petru, Community Development Deputy Director Ara Mihranian, Acting Maintenance Superintendent Andy Winje, Administrative Analyst Katie Lozano, MRCA Supervising Ranger Jewel Johnson, PVPLC Executive Director Andrea Vona, PVPLC Conservation Director Danielle Lefer

**Preserve Maintenance**

- Review of Active Habitat/Trail Projects (PVPLC/PW/RP/CD)-Director Lefer reported that active trail and habitat projects are taking place in Portuguese Bend, Forrestal, and Abalone Cove Reserves. Drip irrigation is being installed at Portuguese Bend Reserve to prepare for the next phase of NCCP required habitat plantings. Accelerated progress is anticipated once the Field Operations position is filled.
- Unauthorized/Spur Trail Closures (PVPLC)-no discussion
- Toyon Grading and New Project Policy (ALL)- The group discussed the new protocol for projects taking place within the Preserve. Director Lefer indicated that she will survey and map the damage, and call a meeting with the City to discuss remediation. She will also modify the Preserve project form.
- Signage (Regulatory/Welcome/Trail Markers, etc.) (PVPLC/PW/RP)
  - Monument Signage, Entry Kiosks, and Welcome Signage (PVPLC/RP)- Deputy Director Mihranian reported that 2012 HCF Grant funds will be used to create and install monument signage, entry kiosks, and welcome signage. Progress has been made determining the format in which deed restrictions must be recorded in order for 2012 HCF grant funds to be released. PVPLC is awaiting final approval before funds are released.
  - 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.
  - Yield Signage – Director Lefer will email around to team examples of yield signage to potentially be placed at key locations in the Preserve.
- Preserve Gate Locks (PW)-Public Works has received an inventory of Preserve gate/locks and is moving forward to create a plan to improve the locking system.
- 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 Mihranian to determine the best way to affix the decals to the post; likely tamper-proof screws. Public Works will also order Coastal Trail decals for the sections of the Coastal Trail that pass through the Preserve. Deputy Director Mihranian will supply the art, and Director Lefer will supply the preferred vendor.
- Salvation Army Trail (RP/PVPLC): PVPLC will add trail markers to the Salvation Army Trail near the Reserve entry.
- Status of Grant contracts/Agreements (PVPLC)
  - Los Angeles County: PVPLC has started using funds for trail closures. Funds will be focused on trail connectivity.
  - 2009 HCF Grant: Funds are nearly exhausted.
  - 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 information has been submitted; management group is waiting to hear if the format is acceptable.

**Preserve Operations**

- Ranger Report: Ranger Johnson shared that activity in the Preserve has been a bit quiet. Activity has been following similar trends.
- City Preserve Public Use Logs (RP): A resident has reported seeing vehicle lights early in the morning in Portuguese Bend Reserve in the Peacock Flats area. It was confirmed that the vehicle did not belong

to PVPLC, MRCA, the City, or City contractors. Analyst Lozano will call the individual to gather more information. Director Lefer also reported that Peacock Flats Trail is appearing to get wider. It would be helpful if equestrians rode single file.

- Review of Volunteer Trail Watch Reports (PVPLC): Volunteers have not seen much activity. Reports will be available once the web portal is running. PVPLC continues to work on the web portal.
- Managing private Preserve entry points (RP): Staff will recommend clarifying language in the PUMP to indicate that certain private entry points to the Preserve are permitted. It was clarified that private communities are ultimately responsible for securing their property, and that Rangers will not be asked to enforce access to and from private communities. However, rangers will enforce the use of unauthorized trails created from private properties into the Preserve in a way that is consistent with enforcement of unauthorized trails throughout the Preserve.
- Motorized vehicles access to Preserve (RP): Ranger Jewel will send a My Tracks map to PVPLC so PVPLC can create a master map of motorized vehicle access into the Preserve. Then the Management Team will form a strategy to manage the access points.
- Stair Use at Filiorum Reserve (RP): The Management Team will conduct a site visit November 10<sup>th</sup> at 3:30 p.m. to assess the best way to prohibit public use of the stairs (which were not designed for the purpose of public use).
- Closing a portion of San Ramon Reserve to the public (RP/PW): PVPLC will look into closing the unauthorized trails in the Reserve, mostly starting at the road. PVPLC will also work to provide the Management Team with designs for signage in the area by February, to meet the San Ramon Project funding deadline. The Team also needs to decide upon names for the new trails created in San Ramon. Deputy Director Mihranian will check the CTP for the name of the trail connecting San Ramon to Friendship Park. This item will be placed on the December agenda.
- 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 and Abalone Cove Reserves.

### **Additional Items**

- Establishing a Media Policy (RP): A draft media policy was distributed. The group will review it and bring comments to the December meeting.
- User group etiquette brochure (RP): Analyst Lozano will bring a draft etiquette brochure for the Management Team to review at the December meeting.
- Abalone Cove Volunteer Day Dec. 13<sup>th</sup> (RP): The Recreation and Parks Department will hold a volunteer day at Abalone Cove on December 13<sup>th</sup>. The department is happy to partner with PVPLC if they have any work they'd like added to the event. Acting Maintenance Superintendent Winje also reported for future reference that the road to the Nursery School is scheduled to be repaved within the next two years.
- Malaga Canyon Eagle Scout Project (RP) – The team discussed a project proposed by an Eagle Scout to improve Mossbank Trail. The team decided to not consider improvement projects until a trails plan has been approved for this future Reserve.
- Waiving Abalone Cove fees for PVPLC Volunteers and Interpretive activities (RP/PVPLC): The Team discussed the protocol for PVPLC to access Abalone Cove for restoration projects and interpretive activities, and will continue to work on it until adequate access is achieved.
- Executive Director Vona shared that Burma Road in Portuguese Bend will soon be renamed Hadley Trail, as it has been sponsored.

**Next Meeting: Dec. 4<sup>th</sup> @ 9:30 a.m.**