

CITY OF HIGHLAND REGULAR MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

SPECIAL MEETING

May 18, 2023

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Robert La Chausse, Chair
Erwin Fogerson, Vice Chair
Richard Bowman, Member
Michael McMillan, Member
Brent Merideth, Member

STAFF

Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Angela Tafolla, Assistant Planner
Camille Goritz, Administrative Assistant III

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 ☎ • (909) 862-3180 📠

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Planning Commission, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on May 18, 2023 to publiccomment@cityofhighland.org. if you are submitting a public comment pertaining to an item on the May 18, 2023 agenda, please identify the agenda item number in the subject line.

Members of the public will be permitted to make public comments in person.

**COMMUNITY TRAILS COMMITTEE
REGULAR MEETING AGENDA
May 18, 2023 - 6:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Community Trails Committee please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each. Comments received via email by May 18, 2023, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

CONSENT CALENDAR

1. Minutes from February 9, 2023 Special Meeting.

RECOMMENDATION: That the Community Trials Committee approve the minutes, as submitted.

BUSINESS ITEM

1. 27th Annual Community Trials Day

RECOMMENDATION: Staff recommends the Community Trials Committee (CTC) hear Staff's verbal presentation regarding the Community Trials Day Event and provide Staff with comments and / or recommendations as appropriate.

ANNOUNCEMENTS

ADJOURN

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 11th of May 2023 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: May 11, 2023



Camille Goritz, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: May 18, 2023

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III

SUBJECT: Minutes from the February 9, 2023 Community Trails Committee Regular Meeting.

RECOMMENDATION: Staff recommends the Community Trails Committee approve the Minutes as submitted.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

**COMMUNITY TRAILS COMMITTEE
REGULAR MEETING MINUTES
February 9, 2023**

CALL TO ORDER

The regular meeting of the Community Trails Committee of the City of Highland was called to order at 6:00 p.m. by Chair La Chausse at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Robert LaChausse
	Vice Chair	Erwin Fogerson
	Member	Richard Bowman
	Member	Michael McMillan

Absent:	Member	Brent Merideth
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Staff Present: Lawrence Mainez, Community Development Director
Angela Tafolla, Assistant Planner
Camille Goritz, Administrative Assistant III

Pledge of Allegiance led by Chair La Chausse.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

1. Election of Chair and Vice Chair

The Community Trails Committee elected Robert LaChausse for Chair and Erwin Fogerson for Vice Chair. Motion carried, 4-0, with Member Merideth being absent.

CONSENT CALENDAR

2. Minutes from January 12, 2023 Special Meeting.

A MOTION was made by Vice Chair Fogerson, seconded by Member Bowman, to approve as submitted. Motion carried, 4-0, with Member Merideth being absent.

BUSINESS ITEMS

3. 2023 Citrus Harvest Festival

Assistant Planner Tafolla presented the staff report.

All CTC members selected times to participate in the CTC booth for the 2023 Citrus Harvest Festival.

CTC members discussed booth activities and we will also promote individuals to participate in Trails Day on June 3, 2023.

4. 27th Annual Community Trails Day

Assistant Planner Tafolla presented the staff report.

A MOTION was made by Member McMillan, seconded by Vice Chair Fogerson, to approve the banner design. Motion carried 4-0, Member Merideth being absent.

Assistant Planner Tafolla stated the San Bernardino Valley Municipal Water District is rebranding, they will be participating in the event and will be providing food trucks. They will be doing majority of the advertising for the event.

A MOTION was made by Member Bowman, seconded by Vice Chair Fogerson, to approve the mile markers for the Trails Day. Motion carried 4-0, with Member Merideth being absent.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Chair La Chausse declared the meeting adjourned at 6:56 P.M.

Submitted by:

Approved by:

Camille Goritz,
Administrative Assistant III

Robert La Chausse,
Community Trails Committee Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: May 18, 2023

FROM: Lawrence A. Mainez, Community Development Director

SUBJECT: 27th Annual Community Trails Day

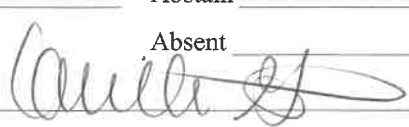
RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the Community Trails Day Event and provide Staff with comments and / or recommendations, as appropriate.

PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

FISCAL IMPACT: The 2022-2023 City Budget for Community Events "Trails Day" is \$1,200.00. Most of the budget was allocated to the new street banner (\$980.00), and the remaining \$220 will be allocated to color flyer copies and booth supplies. Most of the other event expenses will be covered by the San Bernardino Valley Municipal Water District, such as the cost related to the food truck, completion coins, and gift bags.

Event Details:

The CTC Annual Trails Day event will be held on June 3, 2023, from 8:00 am – 11:00 a.m. at the Sunrise Ranch (Seven Oaks Policy Area) site east of the Historic Iron Bridge currently owned by the San Bernardino Valley Municipal Water District (SBVMWD). The SBVMWD approved the use of their site for the 27th Annual Trails Day event at its February 2, 2023, Board Meeting. The approved staging area will be located on Newport Road approximately 4,000 feet east of Emerald Streets where paved road terminates into the unpaved road (Attachment 1 – Trails Day Site Plan).

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Lawrence A. Mainez, Community Development Director	

Event activities will include:

- Fifteen (15) booths as of the date of this report:
 1. Sign in and Waiver Release Forms booth.
 2. CTC Trails/Program information and exhibits booth.
 3. SBVMWD Master Plan information and exhibits booth.
 4. Twelve (12) other booths for local vendors (to be announced).
- Welcome Announcement (Council member, CTC, and SBVMWD Board member).
- Food Truck from 10:00 am – Noon (The Habit Burger).
- Cal Fire is invited to park their fire trucks near the staging area.
- Completion Coins and possibly Gift Bags to be handed out.
- Portable Bathrooms to be provided by the District.

Advertisements and News Releases:

Staff will share the 27th Annual Trails Day flyer with the Southern California News Group (SCNG) who facilitates ads for the SB Sun, Redlands Daily Facts and other local newspapers. SCNG has agreed to run a free announcement as community news in the SB Sun.

The event flyer will be posted on the City's Facebook, Nextdoor App, Trails Instagram and the City website. In addition, the SBVMWD has been promoting the event via their website, and it has been promoted at this year's Citrus Harvest Festival, and it will be posted on americanhiking.org National Trails Day event page.

Also, the CTC members were provided copies of the initial event flyer to promote and distribute to the community and local businesses.

The 3'x36' Event Banner is scheduled to be installed across Base Line on Tuesday May 30th (Attachment 2)

Event Registration

This year the event will have a pre-registration option through *Eventbrite* to assist the SBVMWD team with the final count for food. The registration link was provided on all their advertisements and is being monitored by SBVMWD.

Community Trails Day Event Scheduling:

- | | |
|--------------------------------|---|
| 6:30 a.m. – 7:00 a.m. - | Event Set-up (put canopy, tables, materials, water station, organize parking, set out access road signs. |
| 7:30 a.m. – 8:30 a.m. - | Event Registration (assist as crowd arrives). Waiver and Release Forms reviewed by the City Attorney and District (Attachment 3). |

8:30 a.m. – 8:45 a.m. - Welcome Announcements from CTC Chairman, Council Member, District Board Member (District Master Plan, Trail options, Cautions and etiquette).
8:45 a.m. ish - Begin self-guided hikes.
9:00 a.m. – Noon - Food Truck (The Habit Burger)
11:30 a.m. - 12:30 p.m.- Clean up.

Attachments:

- 1 - Community Trails Day Event Flyer
- 2 - Banner (3'x36')
- 3 - Waiver & Release Form

ATTACHMENT - 1
Community Trails Day Event Banner

HIKE • LEARN • EXPLORE Community Trails Day

SATURDAY, JUNE 3, 2023
8:00AM - 11:00AM

Meet Near Newport Rd and Emerald Ave
(see map below)

FREE
EVENT



BRING THE FAMILY

(Dogs are okay, too!)



| FOOD TRUCK |



INFO BOOTHS

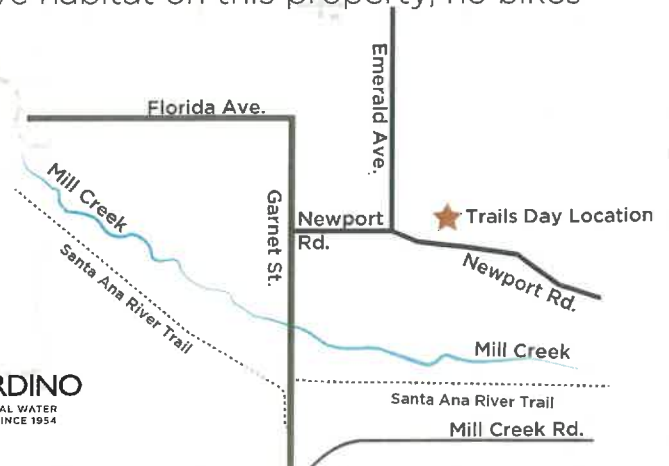
Join the City of Highland and San Bernardino Valley at Sunrise Ranch where you will enjoy the surrounding mountains with views of the Upper Santa Ana River and Mill Creek Corridor. Grab a burger from The Habit food truck and visit the information booths. While you're there learn about plans for the property and provide input to San Bernardino Valley staff. Due to the sensitive habitat on this property, no bikes or horses are permitted at this event.

SPACE IS LIMITED SO REGISTER EARLY!



Registered participants will receive a finisher medal* and an on-site food truck voucher.

*While supplies last



cityofhighland.org/314/trails
(909) 864-6861 ext. 258



**SAN BERNARDINO
VALLEY**
A REGIONAL WATER
AGENCY SINCE 1954

sbvmwd.com/trails2023

ATTACHMENT - 2

Banner (3'x36')



ATTACHMENT - 3
Waiver & Release Form

City of Highland Community Trails Day
Waiver and Release From Liability and Indemnification



This document will affect your legal rights and liabilities – Please read carefully before signing.

I, _____ (*Print Name*), in consideration of being permitted to participate in Community Trails Day jointly sponsored by San Bernardino Valley Municipal Water District and the City of Highland (collectively, "**AGENCIES**") on June 3, 2023 (the "**Activity**"), acknowledge that I am voluntarily participating in the Activity, which may involve inherent risks, dangers and hazards, expressly agree to assume any all risk associated with participating in the Activity, and hereby agree, for myself and my heirs, personal representatives, or assigns, to indemnify and hold harmless the AGENCIES and their elected and appointed officers, directors, agents, employees, and volunteers from any and all lawsuits, damages, claims, judgments, losses, liability, or expenses arising out of (1) the death or personal injury or property damage to myself or others which may be sustained while engaging in the Activity, which may include using property or equipment owned by or under the control of the AGENCIES, or while participating in the Activity sponsored by the AGENCIES, or (2) any death or injury which results or increases by any action taken to medically treat me.

All of the terms above shall apply whether or not caused by the alleged negligence, whether active or passive, or any acts or omissions of the AGENCIES or any of their elected or appointed officers, directors, agents, employees, or volunteers. I waive any and all claims I may have now and in the future, release the AGENCIES from all liability, and agree not to sue the AGENCIES, their elected and appointed officers, directors, agents, employees, and volunteers from any and all claims relating to or arising out of the Activity. I waive California Civil Code Section 1542, which states "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."

I also understand that the AGENCIES do not carry insurance to cover participants in the activities in which I am participating. I understand there are risks associated with these activities, and I assume the risk of any injuries that I may sustain during any of these activities.

I recognize that during the Activity photographs/videos may be taken and the AGENCIES will have total ownership and control of any photographs/videos, and exclusive rights to determine the manner and extent of their use. I release my image and likeness in any photographs/videos taken to be used by the AGENCIES for any and all purposes deemed fit by the AGENCIES, in their sole discretion. I hereby waive and release the AGENCIES from all claims and liability relating to said photographs/videos.

I understand that if I or anyone else is injured as a result of my actions or participation in the Activity, I am responsible. The Activity can be dangerous with certain inherent risks to me and anyone else, and I knowingly and willingly accept those dangers. I agree to take complete and total responsibility for my behavior, well-being and health during the Activity. I agree at all times to abide by and comply with any additional instructions given to me by any AGENCY staff. I further agree that if I violate this agreement and attempt to bring a claim or suit against the AGENCIES, I will be held responsible for attorney's fees and any costs incurred by AGENCIES in connection therewith.

It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I also understand that no employee or agent is authorized to modify this waiver. I have read, understand and approve this
WAIVER AND RELEASE FROM LIABILITY

Dated: _____, 2023.

(Signature)

(Print Name)

PARENTAL CONSENT

If the participant is a minor the undersigned parent or legal guardian warrants and represents that this WAIVER AND RELEASE, its significance and the assumption of risk has been explained to and understood by my minor child or ward. I hereby declare, under penalty of perjury, that I am the parent or legal guardian of the named participant. I consent to and authorize the minor's participation in the Activity; and I agree to the indemnification, waiver and releases set forth above.

Dated: _____, 2023.

(Signature of Parent/Guardian (if participant is a minor))

(Printed Name of Parent/Guardian)

PARENTAL CONSENT FOR MEDICAL TREATMENT IN AN EMERGENCY

In the event of sudden illness, accident, or injury which may occur while my child or ward, above identified, is engaged in the Activity supervised or sponsored by AGENCY employees, agents, or volunteers, when neither the parents nor guardians can be contacted, I hereby give my consent for emergency medical treatment as shall be necessary under the circumstances, at my cost, by any medical care provider licensed under the laws of the State of California.

Dated: _____, 2023.

(Signature of Parent/Guardian (if participant is a minor))

(Printed Name of Parent/Guardian)

Participant Address:

Company/Organization:

Phone:

Email:

Emergency Contact for Parent or Guardian:

Phone:

Relationship:

This form must be signed prior to participating in the Activity.