

CITY OF HIGHLAND SPECIAL MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

SPECIAL MEETING

January 11, 2024

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Erwin Fogerson, Vice Chair

Richard Bowman, Member

Michael McMillan, Member

Brent Merideth, Member

Clayton Troxell, Member

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Travis Trejo, Assistant Planner

Camille Duarte, 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 January 11, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 11, 2024 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
SPECIAL MEETING AGENDA
January 11, 2024 - 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 January 11, 2024, 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 May 18, 2023 Special Meeting.

RECOMMENDATION: That the Community Trails Committee approve the minutes as submitted.

2. Rules and Responsibilities

BUSINESS ITEMS

3. 2024 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2024 Citrus Harvest Festival and discuss CTC booth activities.

4. Update on the Recreational Trails Program Grant (RTP)

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receive and file Staff's presentation on the RTP Grant.

5. Update on the Highland/Redlands Regional Connector Project (bikeway/trail along Orange Street between City of Highland and City of Redlands)

RECOMMENDATION: Staff recommends the Community Trails Committee receive and file Staff's update on the Highland/Redlands Regional Connector Project and provide comments as appropriate.

6. 28th 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.

ANNOUNCEMENTS

ADJOURN

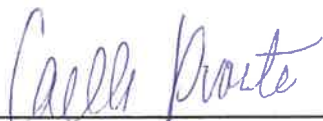
I, Camille Duarte, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 10th of January 2024 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: January 10, 2024



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 11, 2024

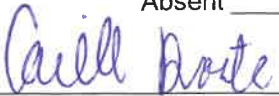
FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Minutes from the May 18, 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
May 18, 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 Vice Chair Fogerson at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Vice Chair	Erwin Fogerson
	Member	Richard Bowman
	Member	Michael McMillan
	Member	Vacant

Absent:	Member	Brent Merideth
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Staff Present: Lawrence Mainez, Community Development Director

Pledge of Allegiance led by Vice Chair Fogerson.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None.

CONSENT CALENDAR

1. Minutes from February 9, 2023 Special Meeting.

A MOTION was made by Member Bowman, seconded by Member McMillan, to approve as submitted. Motion carried, 3-0, with Member Merideth being absent.

BUSINESS ITEM

2. 27th Annual Community Trails Day

Community Development Director Mainez presented the staff report. I would like to introduce Kelly Malloy from San Bernardino Valley Municipal Water District to speak about the Annual Trails Day's event.

Kelly Malloy stated I am with San Bernardino Valley Municipal Water District. We are excited to partner with the City of Highland, especially the Community Trails Committee and to be able to host this community event on a property that San Bernardino Valley purchased. We are beginning the process to go through the master planning of that site. We figured this is the perfect opportunity to really highlight those opportunities for our different organizations and the missions that we have to overlap and show that united front from different entities in the region. Everybody will meet on Newport Road. at Fish Hatchery which is a little bit east of Emerald Street. The idea is and will encourage

everybody to enter from Garnett Street and park along Newport Road and we will have golf carts for people if they have to park a ways. We will have informational booths from a few different local nonprofits. We will have a tent for shade, and we will have the Habit Burger food truck. Since it is a sensitive habitat, it will be important that everybody stays on the designated trail and does not go off the trail. We wanted to make sure there is a number of different opportunities for people to select from depending on the amount of activity they wanted to have for the day. So, each of the colors represent different loops. The smallest loop that we have is half mile, and most of these loops are family friendly. One of the loops actually looks over the Iron Bridge off Greenspot Road. Because of the environmental sensitivity this is an opportunity to educate the community. We will also have a medal for everyone at the end of the event.

Vice Chair Fogerson stated the turn off Garnett Street can be difficult, and any additional signage would be helpful.

Community Development Director Mainez stated we will definitely look into that prior to the event. Also, I think from 6:30-7:30 a.m., we are going to be spending a lot of time setting up the event, such as putting up signs, tables, and canopies, I am going to be running around delivering the water to the water stations. From 7:30 to 8:30 a.m., will be registration sign up booth. At 8:30 a.m. Kelly and I might turn over the microphone to the San Bernardino Valley Municipal Water Districts General Manager. Our Mayor Pro Tem Penny Lilburn will be there in attendance and give a welcome speech. After that the community can go on the hiking trail. At 11 a.m. the food truck will be open and after we will clean the event up.

A MOTION was made by Member McMillan, seconded by Member Bowman, to accept the directives discussed for this item. Motion carried, 3-0, with Member Merideth being absent.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Vice Chair Fogerson declared the meeting adjourned at 6:23 P.M.

Submitted by:

Approved by:

Camille Duarte,
Administrative Assistant III

Erwin Fogerson,
Community Trails Committee Vice Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 11, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: 2024 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2024 Citrus Harvest Festival and discuss CTC booth activities.

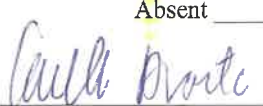
PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: The 2024 Citrus Harvest Festival is scheduled for March 30th. In previous years, members of the CTC have volunteered their time to represent the CTC at the booth and promote the Community Trails activities and resources (i.e., Trails Day Event, Mile Markers, and Adopt-A-Trail).

The event lasts approximately six hours (9:30 am – 3:30 pm) and will be divided into one (1) hour shifts. Staff will host the final hour and booth teardown.

Please be prepared to select a time slot to represent the CTC during the Citrus Harvest Festival and discuss how trails can be promoted such as a fun booth activity.

Time Slot	CTC Members/Staff	
9:30 am – 10:30 am	Staff	Booth Setup
10:30 am – 11:30 am		
11:30 am – 12:30 pm		
12:30 pm – 1:30 pm		
1:30 pm – 2:30 pm		
2:30 pm – 3:30 pm	Staff	Booth take down

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 11, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: Update on the Recreational Trails Program Grant (RTP)

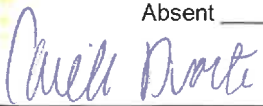
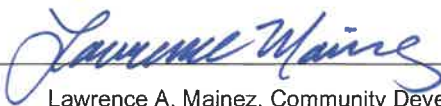
RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) provide comments on draft plans related to the RTP Grant.

PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's meeting was posted at the City's three (3) designated posting locations within the City. In addition, the agenda was posted on the City's website. No further notice is required.

BACKGROUND/UPDATE:

Recreational Trails Program:

- On September 25, 2020, a \$1.5 million RTP grant application was selected by the State of California Department of Parks and Recreation for funding by the Department to renovate the 'City's Natural Parkland'.
- On August 17, 2021, the City completed the required Preliminary Environmental Study (PES) and submitted to CALTRANS as required under Item 1 above. CALTRANS is the agency responsible for administering funds from the California Department of Parks and Recreation.
- On May 31, 2021, the proposed project was included in the local Transportation Improvement Plan (TIP). The local agency responsible for implementing the local TIP is the San Bernardino County Transportation Authority (SBCTA).

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	

- On July 7, 2022, the Preliminary Environmental Study (PES) was signed off by CALTRANS triggering special studies to commence.
- On July 28, 2022, Initial Section 106 Tribal Consultation letters were mailed to four (4) local tribes and AB52 consultation with San Manuel Band of Mission Indians for their review and comments on the project.
- On November 9, 2022, a final document was provided to the Senior Archaeologist completing the cultural resource study. A draft cultural study will be ready for review by mid-December.
- On November 1, 2023, Federal Highway Administration (FHWA) approved the project and directed California State Parks to prepare the required contract for cost execution.
- On December 21, 2023, a signed grant contract, pre-award project planning cost form, and grant expenditure form was submitted to California State Parks Office of Grants and Local Services.

Next Steps:

1. Receive comments on attached project exhibits.
2. Engineering and Landscape Architects to prepare bid package
3. City Council award of construction and implementation approximately 3 months after bid is sent out.
4. Present interpretive sign exhibits to CTC for input and approval prior to manufacturing and installation.

EXHIBITS:

- A) Trailhead Renderings
- B) Trail Improvement Site Plan

Exhibit A: Trailhead Renderings



Area 2: Natural Parkland Trailhead

Accessible Trailhead and Improved Trail

Date: June 4, 2021

Natural Parkland Trail Improvements

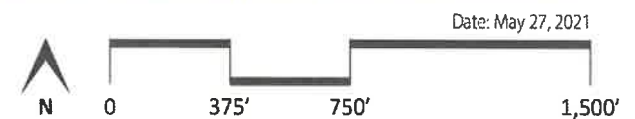


Exhibit B: Trail Improvement Site Plan



Overall Site Plan

Priority Design Challenges



Date: May 27, 2021

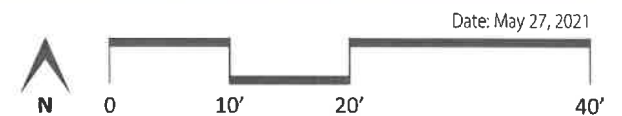
Natural Parkland Trail Improvements





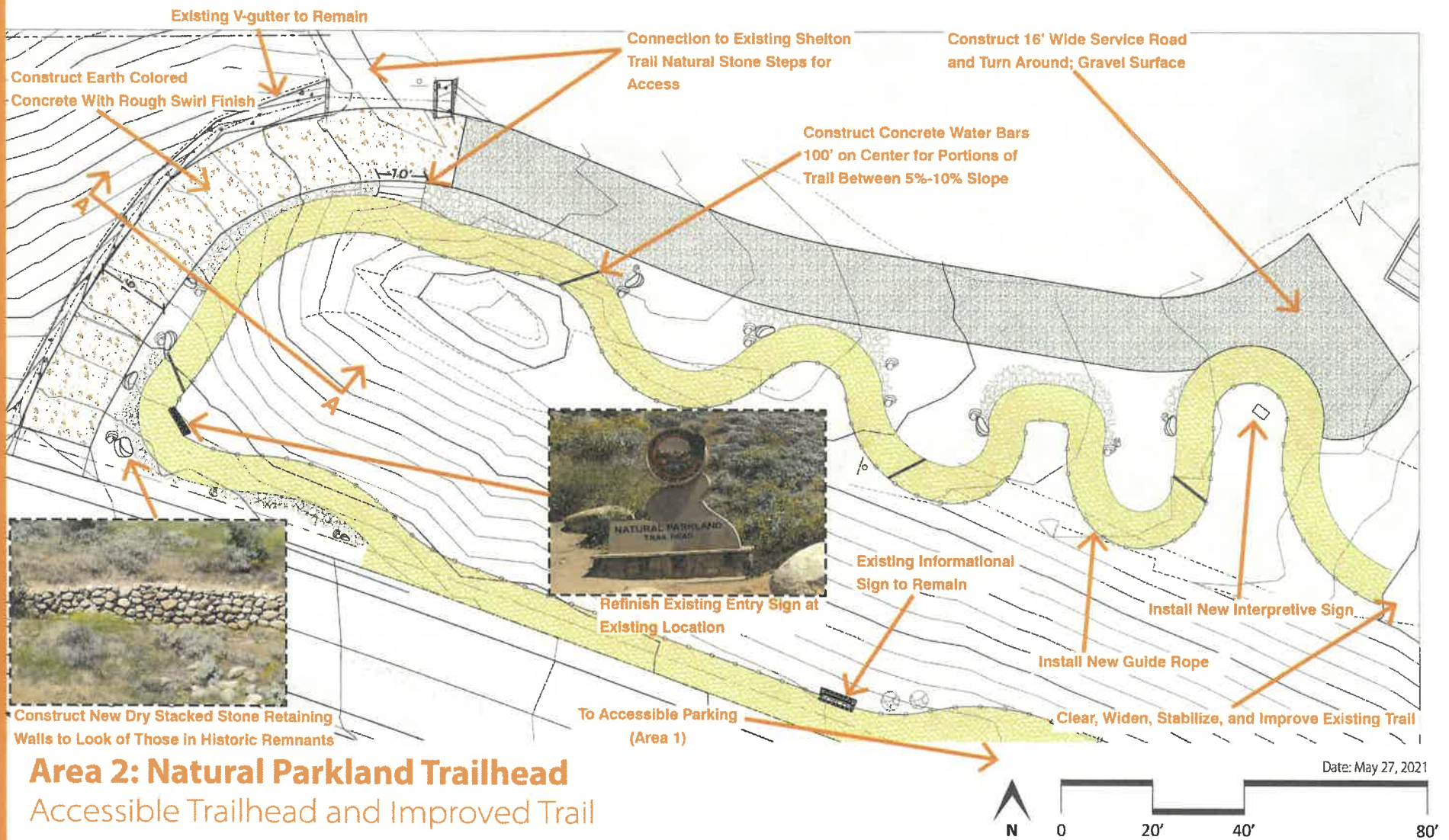
Area 1: Accessible Trailhead Parking

Status: Pending Design Coordination with TKE



Natural Parkland Trail Improvements



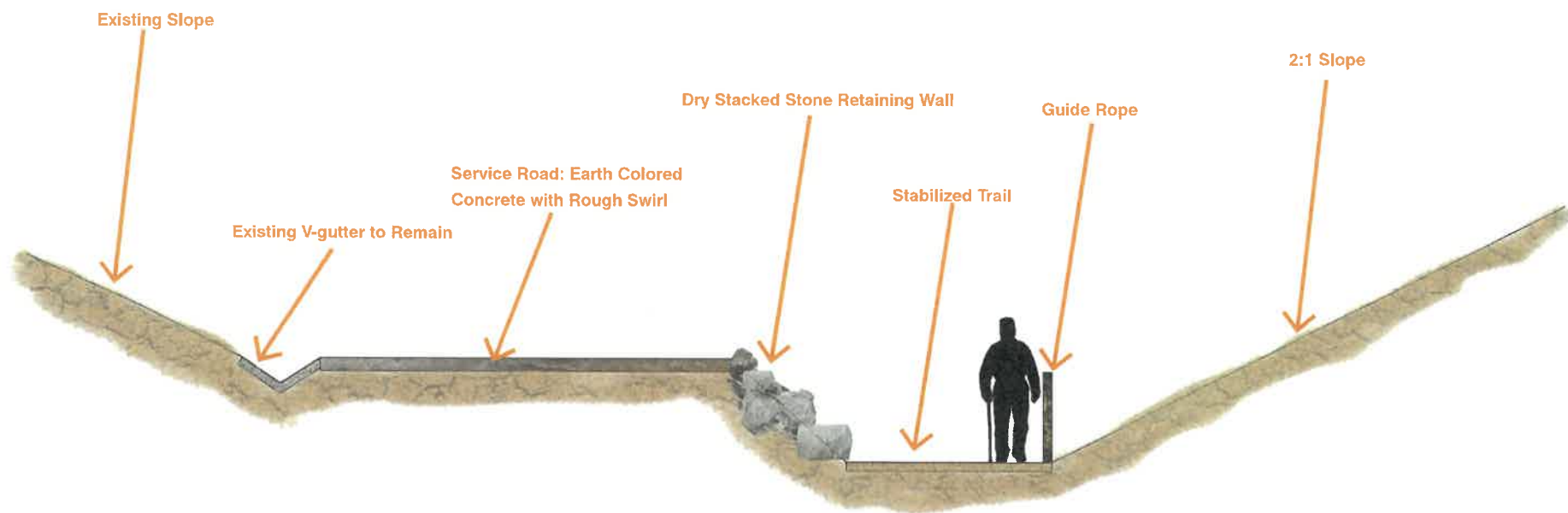


Area 2: Natural Parkland Trailhead

Accessible Trailhead and Improved Trail

Natural Parkland Trail Improvements





Scale: 1/4" = 1'

Area 2: Natural Parkland Trailhead

Section A-A

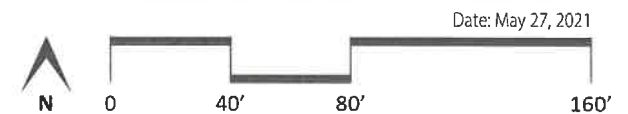
Date: May 27, 2021

Natural Parkland Trail Improvements





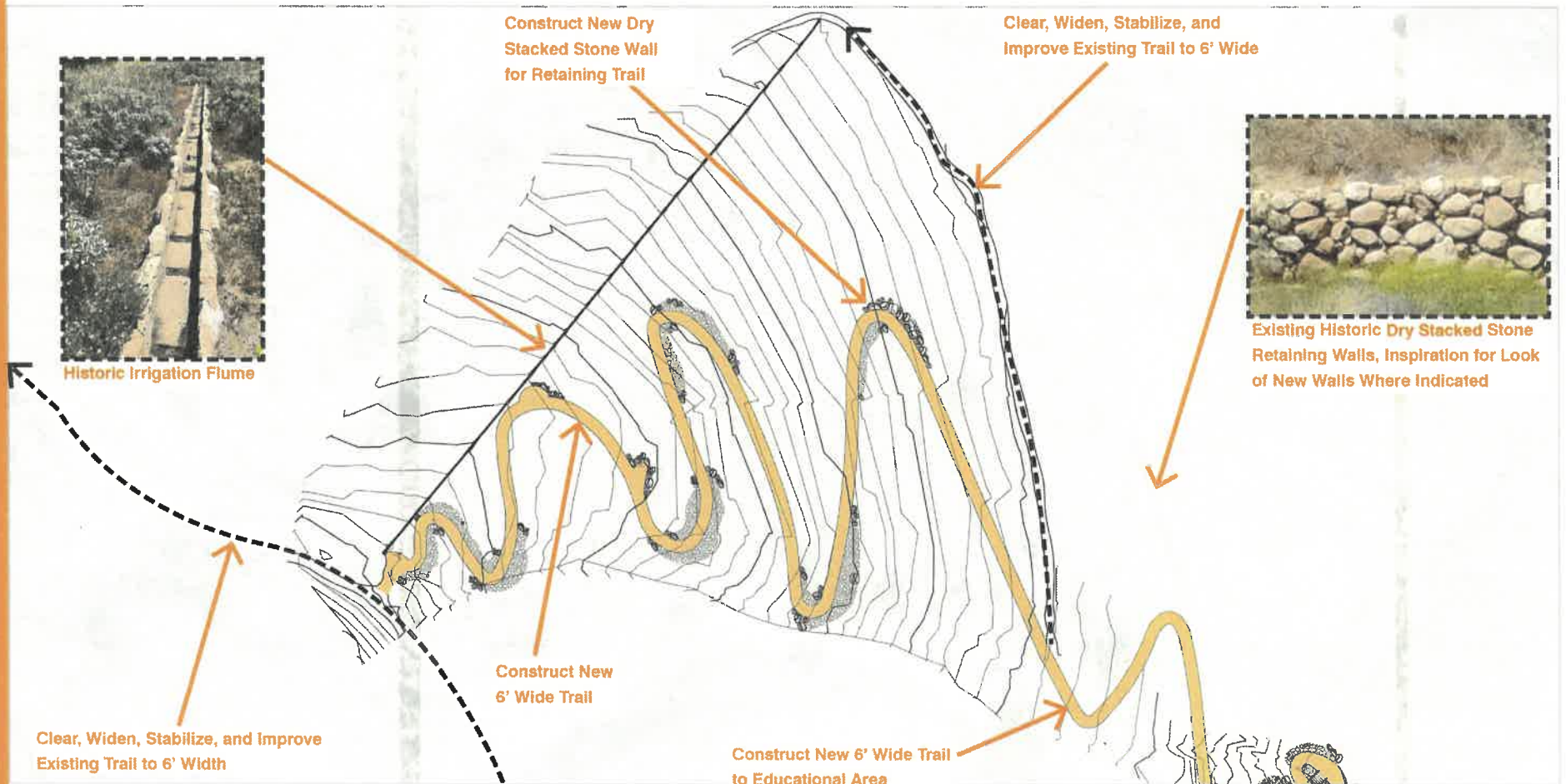
Area 3: Stabilize Trail and Improve
Status: Pending Design Coordination with TKE



Date: May 27, 2021

Natural Parkland Trail Improvements





Area 4: Single Track Trail

New Switchback Trail Through Historic Citrus Grove



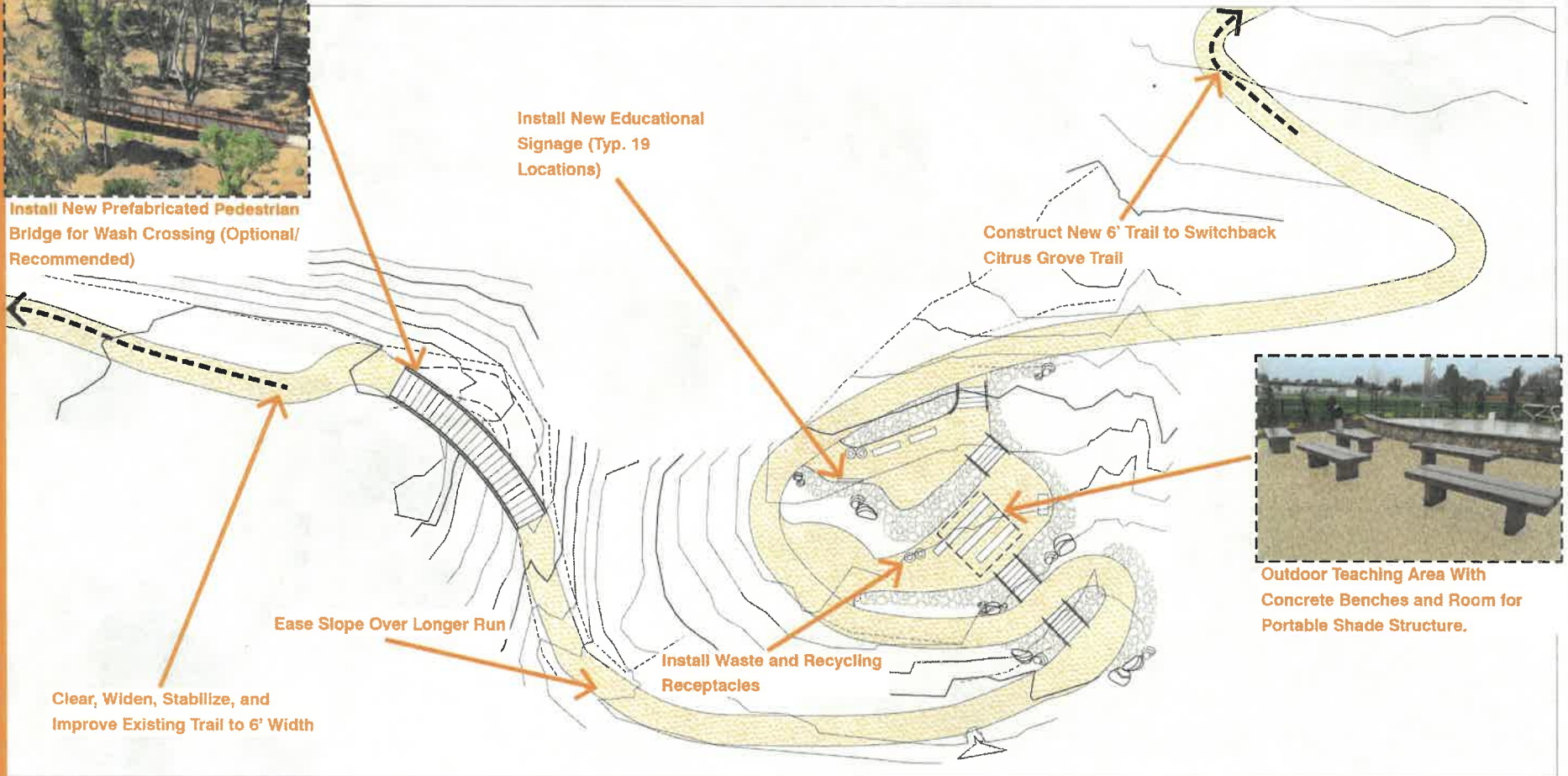
Date: May 27, 2021

Natural Parkland Trail Improvements





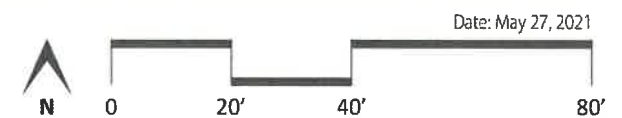
Install New Prefabricated Pedestrian Bridge for Wash Crossing (Optional/ Recommended)



Outdoor Teaching Area With Concrete Benches and Room for Portable Shade Structure.

Area 5: Outdoor Education Area

With Seating, Waste Receptacles, and Signage



Natural Parkland Trail Improvements





STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 11, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: Update on the Highland/Redlands Regional Connector Project (bikeway/trail along Orange Street between City of Highland and City of Redlands)

RECOMMENDATION: Staff recommends the Community Trails Committee receive and file Staff's update on the Highland/Redlands Regional Connector Project and provide comments as appropriate.

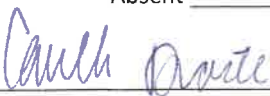
PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC meeting was posted at the City's three (3) designated posting locations within the City. In addition, the agenda was posted on the City's website. No other notice is required.

BACKGROUND/UPDATE: As the Community Trail Committee is aware, the City of Highland and City of Redlands have collaborated to construct a new 4.7 mile long bikeway/trail (generally along Orange Street) from Arroyo Verde Elementary School in Highland to Citrus Valley High School in Redlands.

During the process of securing an Incidental Take Permit from the California Department of Fish and Wildlife (CDFW), an estimated cost of \$6.4 million was identified in mitigation measures. The estimated construction cost for the project is \$4.45 million. The extremely high environmental mitigation costs were not budgeted by the City of Highland or City of Redlands.

Efforts were made with CDFW to identify reasonable mitigation measures that satisfy all parties, but no agreement could be reached.

SBCTA worked with Highland and Redlands to split the project into three (3) different phases. Phase 3 is the portion of the project on Orange Street that is entirely within the environmental sensitivity area and subject to SBKR (San Bernardino Kangaroo Rat) permitting with CDFW. Phases 1 and 2 are within each jurisdiction. Phase 2 of the project in Highland includes construction of 1 mile of new Class II and III bicycle lanes.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

Construction will be on Orange St. from Greenspot Rd. to Eucalyptus Ave. (Class II), Orange St. from Eucalyptus Ave. to Tonner Dr. (Class III), Tonner Dr. from Orange St. to Streater Dr. (Class III), Streater Dr. from Base Line to Glenheather Dr. (Class II and III), Glenheather Dr. from Streater Dr. to Church St./ Love St. (Class II and III), and on Love St. from Church St. to Elder Gulch Paseo (Class III).

To further assist Highland and Redlands with Phases 1 and 2, SBCTA provided funding under the Federal Carbon Reduction Program (CRP) grant. The total estimated project cost for Phase 2 in Highland is \$852,200. \$701,913 (82%) will be paid for by the federal CRP grant. Highland' s share of \$150, 287 (18%) will be paid for by City Measure I Local Street Pass-thru funds.

Phase 3 is the portion of the project on Orange Street that is entirely within the environmental sensitivity area and subject to SBKR permitting with CDFW. SBCTA will submit an ATP Cycle 7 grant application in June of 2024. SBCTA has also agreed to serve as the lead agency to complete this portion of the project if federal funding is secured. In consultation with the cities of Highland and Redlands, SBCTA is currently reevaluating the project limits to determine if any revisions can be made to the Phase 3 portion of the project to reduce the impact area for SBKR to reduce environmental mitigation cost.

On January 8, 2019, City Council approved Supplement No.3 to the Professional Services agreement to provide additional environmental and engineering services for the Highland/Redlands Reginal Connector Project.

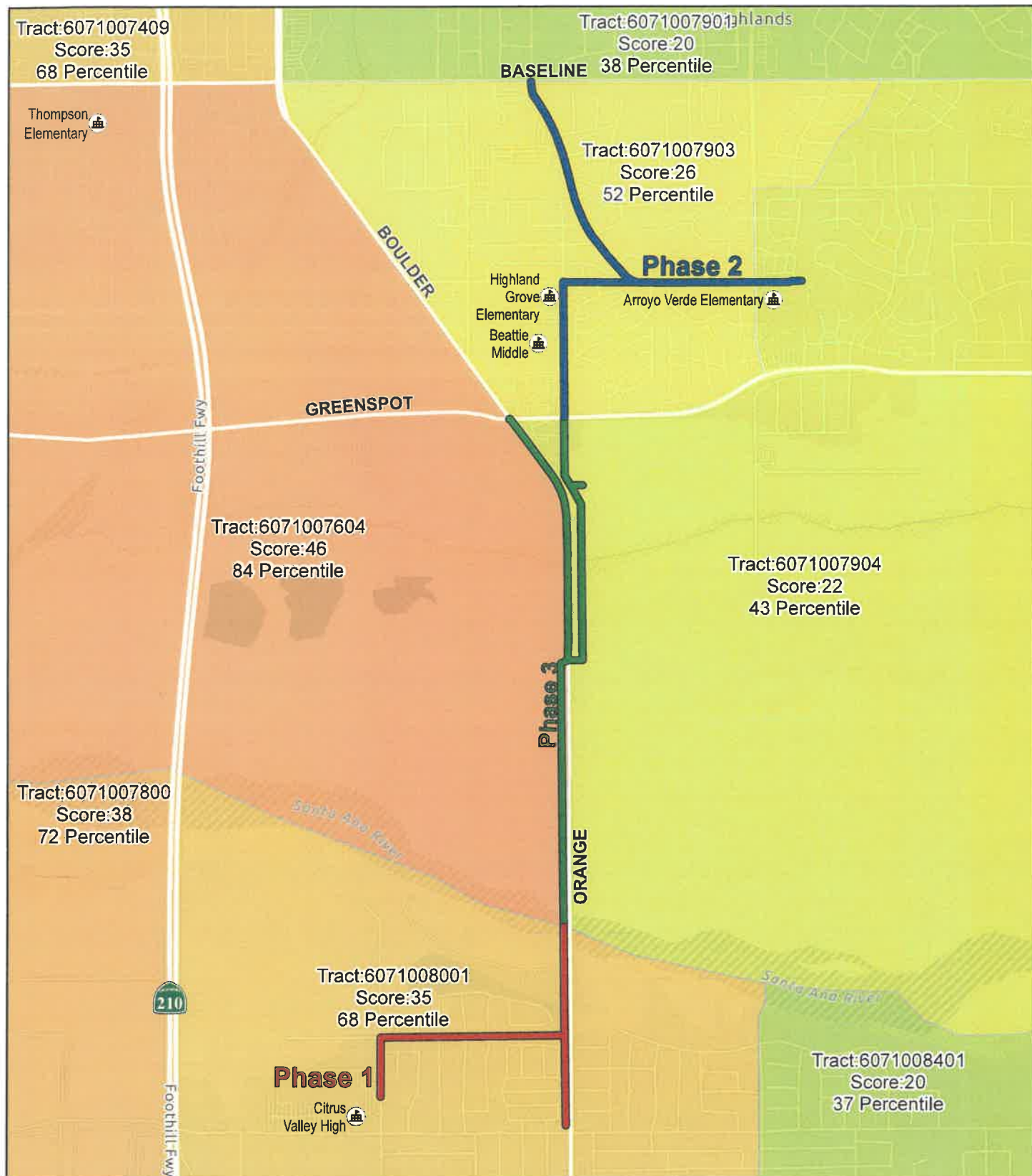
On October 10th, 2023, City Council approved funding for further environmental and design work necessary for the now phased project.

Staff will keep the Trails Committee updated when additional progress is made.

EXHIBITS:

A. Regional Connector Project Phases

Exhibit A: Regional Connector Project Phases



Highland/Redlands Regional Connector Project CalEnviroScreen 4.0





STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 11, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: 28th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) select a date for the 2024 Community Trails Day Event for City Council approval.

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.

BACKGROUND: Community Trails Day requires several months to coordinate. Early steps to ensure the event's success are choice of location, and the event date.

ANALYSIS: Staff recommends the Community Trails Committee (CTC) provide direction on the following items related to the 28th Annual Trails Day Event.

A. Trails Day Event Date

Staff suggests that the 28th Annual Trails Day Event is to be held on Saturday, June 1st in conjunction with National Trails Day

B. Trails Day Event Location

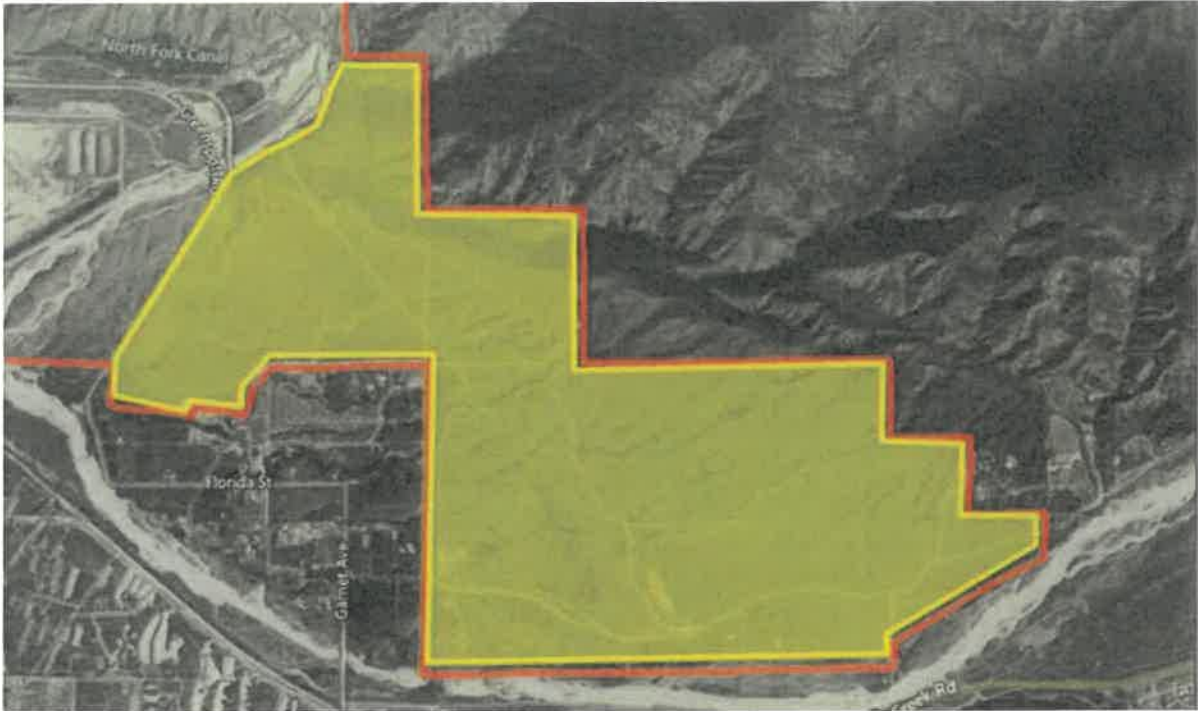
Staff proposes three (3) different locations for this year's Community Trails Day. These locations include: a potential continued partnership with San Bernardino Valley Municipal Water District (SBMWD) – Tres Lagos; San Bernardino Valley Water Conservation District (SBVWCD); and a city loop of Plunge Creek, Northfork Trail, and

Approved _____	Motion _____	Second _____	Agenda Item No. <u>6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	

Natural Parkland Trail. Staff also wants to open up discussion for any additional locations not mentioned in this staff report.

The three (3) locations can be seen below:

Option 1: San Bernardino Valley Municipal Water District (SBMWD) – Tres Lagos



The event was held at this location last year. This site is inclusive of existing dirt access roads, and existing trails that provide scenic views of the San Bernardino Valley, the Santa Ana River Wash area, and the San Bernardino Mountains. Staff was recently approached by SBMWD with interest in partnering once again this year.

Option 2: San Bernardino Valley Water Conservation District (SBVWCD) property in the Santa Ana Wash.



This event was held at this location in 2018. Staff will need to work with SBVWCD to determine route suggestions that may be suitable for the event. Staging could occur at Aurantia Park, or we may reach out to East Valley Water District (EVWD) to utilize their headquarters for staging.

Option 3: Plunge Creek, Northfork Trail, and Natural Parkland Trail Loop



This loop option could be staged at Aurantia Park and will take hikers up along Plunge Creek, along Northfork, to Natural Parkland Trail, and back down the same route. This loop is approximately 2.5 miles.

C. Event Budget

The Adopted budget for fiscal year 2023-2024 allocates a total of \$1,200.00 for the Community Trails Day Event. The majority of the budget will be allocated to advertising in the local newspaper after attempts at free ad space, snacks and drinks for the event. The Street Banner was paid for last year and will need a cost of \$40 to change the date on the sign. It will be installed along Base Line 30 days prior to the event.