

CITY OF HIGHLAND SPECIAL MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

SPECIAL MEETING

January 16, 2025

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Erwin Fogerson, Chair

Richard Bowman, Vice Chair

Michael McMillan, Member

Brent Merideth, Member

Vacant, 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

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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 16, 2025 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 16, 2025 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 16, 2025 - 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 16, 2025, 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 October 10, 2024 Special Meeting
RECOMMENDATION: That the Community Trails Committee approve the minutes as submitted.

BUSINESS ITEMS

2. A verbal update by San Bernardino Valley Water Municipal Water District (SBVMWD) to the Community Trails Committee regarding the Sunrise Ranch Program

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receive SBVMWD's presentation of their Sunrise Ranch Project and the trails that are included within.

3. 2025 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2025 Citrus Harvest Festival and discuss CTC booth activities.

4. 29th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) select a date for the 2025 Community Trails Day Event for City Council approval.

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 15th of January 2025 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 15, 2025



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 16, 2025

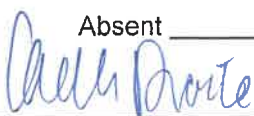

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Minutes from the October 10, 2024 Community Trails Committee Special 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
SPECIAL MEETING MINUTES
October 10, 2024**

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 Member McMillan at the Donahue Council Chambers, 27215 Base Line, Highland, California.

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

Staff Present: Lawrence Mainez, Community Development Director
Travis Trejo, Assistant Planner
Octavio Duran, City Engineer

Pledge of Allegiance led by all members.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None.

BUSINESS ITEMS

1. A verbal update by City Staff to the Community Trails Committee regarding Line Fire impact to the Community Trails.

Assistant Planner Trejo presented the staff report.

City Engineer Duran gave an overview of the impact the city had regarding the Line Fire.

Member Merideth stated besides cleaning out the culverts, are there some plans that K rails are being considered in certain places to stop mud flows?

City Engineer Duran stated yes, that is something we will likely have in various locations.

Member Merideth stated a previous disaster we had in the city took out a bridge on the Shelton Trail and we have had this disconnect on this trails for 14 years now. Is there a way the city can obtain resources to reestablish that broken part of that trail?

City Engineer Duran stated there are some resources available to agencies to restore damages. We did provide an initial list to California Department of Office Emergency.

Community Development Director Mainez stated the Shelton trails is in the East Highland Ranch and they are owned by a private entity.

2. Update of the Recreational Trails Program Grant (RTP)

Assistant Planner Trejo presented the staff report.

City Engineer Duran did agree to hold off on starting construction until after the upcoming storm season. Realistically we will be starting construction in the spring 2025, and construction company are honoring their unit prices. They have committed helping the city given the situation with the recent Line Fire.

Member Merideth stated will we be able to see the plans before the go to construction?

City Engineer Duran stated we are happy to share the engineering documents that were advertised.

Member Merideth stated there was mention of a bridge that was going between the existing benched area and a lower area?

Community Development Director Mainez stated that shows on your plans, however it was determined to be infeasible because of the cost. We want to fix some of the drainage issues.

ANNOUNCEMENTS

Member McMillan asked if we have received more applications for the CTC vacancy? Should we be recruiting?

Community Development Director Mainez stated absolutely, we need help on recruiting. We do not have any interest from the public. Please reach out to friends.

Member Merideth stated I have a few friends that are interested.

ADJOURN

There being no further business, Member McMillan declared the meeting adjourned at 7:46 P.M.

Submitted by:

Approved by:

Camille Duarte,
Administrative Assistant III

Erwin Fogerson,
Community Trails Committee Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 16, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: A verbal update by San Bernardino Valley Municipal Water District (SBVMWD) to the Community Trails Committee regarding the Sunrise Ranch Project

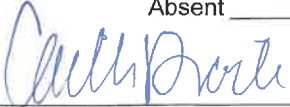

RECOMMENDATION: Staff recommends the Community Trails Committee receive SBVMWD's presentation of their Sunrise Ranch Project and the trails that are included within.

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.

UPDATES & DISCUSSIONS:

Representatives from San Bernardino Municipal Water District (SBVMWD) will attend the meeting to provide a brief overview of their Sunrise Ranch project and the trails that exist within the project.

SBVMWD staff will also be available for questions regarding their project.

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	



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: January 16, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: 2025 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2025 Citrus Harvest Festival and discuss CTC booth activities.

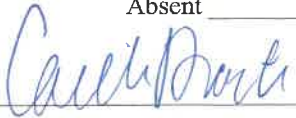

PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: The 2025 Citrus Harvest Festival is scheduled for March 29th. 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 16, 2025

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: 29th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) select a date for the 2025 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.

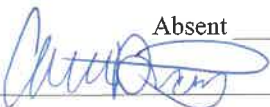
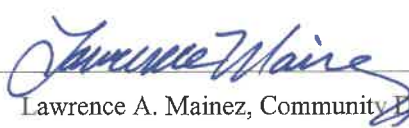
ANALYSIS: Staff recommends the Community Trails Committee (CTC) provide direction on the following items related to the 29th Annual Trails Day Event.

A. Trails Day Event Date

Staff suggests that the 29th Annual Trails Day Event is to be held on Saturday, June 7th in conjunction with National Trails Day

B. Trails Day Event Location

Staff wants to hear ideas from the Community Trails Committee to begin gathering possible locations for this year's Trails Day.

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	