

# SUMMARY ACTION MINUTES

(Action Items Displayed in Italics)

THURSDAY, MARCH 7, 2024 — 6:00 p.m.

## I. PLEDGE OF ALLEGIANCE

*Pledge of Allegiance was led by Chair Shawver.*

## II. ROLL CALL

*Chair Shawver, Vice Chair Ashland, and Commissioners Diaz, Hanson, Warren, Jones, and Weigand were present.*

## III. PUBLIC PARTICIPATION

At this time, members of the public may address the Commission on items of public interest that are within the jurisdiction of the Commission and are not contained in tonight's agenda.

*Greg Stone, Orange County Modelers' Association, provided an overview of the Association, an update on the activities of the Association and their work with local schools and universities.*

## IV. CONSENT CALENDAR (ITEM(S) A)

The following item(s) on the consent calendar will be approved by one motion unless a Commissioner requests to pull a specific item.

### A. APPROVE COMMISSION MINUTES FOR THE NOVEMBER 30, 2023 SPECIAL MEETING

*Motion: Commissioner Weigand*

*2nd: Commissioner Jones*

*Approved 5–0–2 (Commissioners Diaz and Warren abstained)*

## V. DISCUSSION CALENDAR (ITEM(S) A–C)

### A. RANGER ACADEMY 9 TRAINING PRESENTATION

Staff will provide a presentation that details the recruitment and training process for Park Rangers.

*James Dinwiddie, OC Parks Deputy Director, introduced staff presenting on the item and answered the Commissioners' questions.*

*Eric Rubery, OC Parks Operations Support Manager, presented the item and answered the Commissioners' questions.*

*Mike Wilson, OC Parks Deputy Director, answered the Commissioners' questions.*

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### **RECOMMENDED ACTION(S):**

Receive and file.

*Motion: Vice Chair Ashland*

*2nd: Commissioner Warren*

*Approved 7–0*

*Following Item V.A., Chair Shawver invited Commissioner Warren and the other Commissioners to briefly introduce themselves.*

### **B. OC PARKS TRAILS SUBCOMMITTEE MEETING UPDATE**

Staff will provide an update to the Commission regarding the January 11, 2024 OC Parks Trails Subcommittee meeting.

*Public Comment: Michael Wellborn, President of Friends of Harbors, Beaches, and Parks, provided an overview of Friends of Harbors, Beaches, and Parks and commented on the high number of trail users, the need for trail safety and courtesy, increasing the use of Trail Ambassadors, and wants to work with OC Parks and the County of Orange Board of Supervisors on trail issues.*

*James Dinwiddie, OC Parks Deputy Director, introduced staff presenting on the item.*

*Jeaniene Casiello, OC Parks Planning and Design Manager, provided an update on the January 11, 2024 OC Parks Trails Subcommittee Meeting.*

### **RECOMMENDED ACTION(S):**

Receive and file.

### **C. APRIL FIELD TRIP SELECTION**

In November 2023, the Commission approved its 2024 meeting and field trip schedule. Pursuant to the 2024 meeting and field trip schedule, the field trip dates and locations would be selected in the month(s) preceding the field trip.

Proposed date options for a morning field trip:

1. Friday, April 5, 2024
2. Saturday, April 6, 2024

Proposed field trip location options:

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1. George Key Ranch
2. Craig Regional Park

*James Dinwiddie, OC Parks Deputy Director, provided information on the item and answered the Commissioners' questions.*

### **RECOMMENDED ACTION(S):**

1. Select a field trip date.
2. Select a field trip location.

*Motion to hold a field trip at George Key Ranch on Friday, April 5, 2024.*

*Motion: Vice Chair Ashland*

*2nd: Commissioner Jones*

*Approved 7-0*

## **VI. OC PARKS DIRECTOR'S REPORT**

### **A. DEPARTMENT UPDATES**

*James Dinwiddie, OC Parks Deputy Director, provided updates and answered the Commissioners' questions.*

### **B. UPCOMING OC PARKS EVENTS**

Wilderness Access Day: Gypsum Canyon Wilderness – March 9 – 8 a.m. – 2 p.m.

- Come explore OC Parks' newest trails at Gypsum Canyon Wilderness through this self-guided opportunity. Located within OC Parks' Irvine Ranch Open Space, Gypsum Canyon Wilderness features 6 miles of new trails for hiking, mountain biking and horseback riding. Two lookout points offer sweeping views of the surrounding canyons and unique prehistoric rock formations, while seven new trails provide multiple loop options that vary in distance and range from easy to moderate in difficulty. Visitors will have the opportunity to provide voluntary feedback about Gypsum Canyon Wilderness through on-site participation surveys and offer naming suggestions for several unnamed trails.

Birding by the Creek – Aliso and Wood Canyons Wilderness Park – March 16 – 8 – 10:30 a.m.

- Aliso Creek is one of the best riparian birding sites in Orange County and gives access for a lovely morning hike. OC Parks staff and

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volunteers will lead an easy 3-mile loop with 50 feet of elevation gain on uneven terrain. Travel along the creek on a dirt trail and return on a paved road while birding within the wilderness park. No experience necessary.

### Biking the Bay – Upper Newport Bay Nature Preserve – March 16 – 9:30 a.m. – 12 p.m.

- Join OC Parks for an interpretive bike ride around Upper Newport Bay! Participants will have the opportunity to get their heart rate up and pedal around the Bay, all while learning about local ecology and history. This moderately-paced ride will cover a 10-mile section of the Back Bay Loop Trail over the course of 2.5 hours. We will remain on the paved portion of the trail and will have interpretive stops along the way.

### Wilderness Access Day: Saddleback Wilderness – March 23 – 8 a.m. – 2 p.m.

- Come explore 3.3 miles of new trails at Saddleback Wilderness, part of OC Parks' Irvine Ranch Open Space, through this self-guided opportunity. Designated trails will be open for self-guided hiking, biking and equestrian use. There are multiple trail loop options which vary in distance and level of difficulty. Choices range from an easy one-mile loop to multiple figure-8 configurations for those looking to maximize their mileage. Regardless of distance, nearly all options feature scenic views including a destination vista point offering 360-degree perspectives from the mountains to the sea.

### Explore! Fossils of the Ancient Sea Floor – Clark Regional Park – March 30 – 8:30 – 10 a.m.

- Come along for the fun, we're going on a paleo run! Don't be late, it won't be drab - we're going to look for shells and crab! Join us for a guided tour of the Clark Regional Park hillside fossil bed, followed by a trip to the Interpretive Center. Closed-toe shoes are required due to uneven terrain, and sun protection and water are recommended. The tour will meet next to parking lot A for a brief introduction. We will then walk north across Rosecrans Avenue to visit the fossil bed. After the hillside exploration we will return to the south side of Rosecrans Avenue and visit the Interpretive Center.



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### Guided Beach Walk and Clean-Up – Salt Creek Beach – March 30 – 1 – 3 p.m.

- There's more to the beach than relaxing in the sun or playing in the waves on a hot summer day! Join OC Parks staff and volunteers for a casual walk along the sand at Salt Creek Beach to learn about the different flora and fauna that live along southern California beaches. The beach is a dynamic habitat, so no two walks are the same! This program will also include a discussion on marine pollution and a brief beach cleanup.

#### **VII. COMMISSION COMMENTS AND REPORT**

At this time Commissioners may comment on agenda or non-agenda matters, provided that no action may be taken on off-agenda items unless authorized by law.

#### **VIII. ADJOURNMENT 7:03 p.m.**

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FRIDAY, APRIL 5, 2024 — 9:00 a.m.

## I. ROLL CALL

*Chair Shawver, Vice Chair Ashland, and Commissioners Warren (arrived at 9:12 a.m.) and Jones (arrived at 9:14 a.m.) were present. Commissioners Diaz, Hanson, and Weigand were absent.*

## II. PUBLIC PARTICIPATION

At this time, members of the public may address the Commission on items of public interest that are within the jurisdiction of the Commission and are not contained in tonight's agenda.

*No comments were received from the public.*

## III. GEORGE KEY RANCH HISTORIC PARK TOUR

George Key Ranch Historic Park is a 2.2-acre facility with a historic house, museum, garden, and orange grove. It is listed on the National Register of Historic Places and provides the public a look into Orange County's citrus industry history. Built in 1898, the historic home was reopened in November 2021 following extensive repairs after sustaining damage from the 2014 La Habra earthquake.

- **9:00 a.m.:** George Key Ranch Historic Park  
Address: 625 W. Bastanchury Road, Placentia, CA 92870
  - Commissioner parking will be in parking lot to the right as one enters the George Key Ranch Historic Park from West Bastanchury Road. Members of the public are invited to park on Gilman Circle and then enter on foot through the entrance located on West Bastanchury Road.
- **9:10 a.m. – 10:30 a.m.:**
  - Stop #1 – Citrus Industry History
    - Brief overview of citrus industry in Orange County and its connection to George Key and his family.
  - Stop #2 – Verse Garden
    - Tour of the Verse Garden and overview of the efforts to revitalize the garden areas.
  - Stop #3 – George Key Historic House
    - Tour of the historic house.
    - Overview of George Key and his family history.
    - Overview of the historic house and its history as an OC Parks historic site.

*Dennis Shaffer, OC Parks Operations Manager, introduced staff, provided information about the facility, and answered the Commissioners' questions.*

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*Katie McKay, OC Parks Historic Curator, led the tour, provided information about the facility, and answered the Commissioners' questions.*

### **IV. ADJOURNMENT 9:52 a.m.**





# 2024–25 OC PARKS BUDGET



# FUND 405

## OC Parks Operations



	FY 22-23 Actuals	FY 23-24 Modified Budget	FY 23-24 Projections (2 <sup>nd</sup> AFN)	FY 24-25 Baseline Budget	FY 24-25 Augments	FY 24-25 Adopted Budget
FTE's	354	354	354	354	Net 0	354
Salaries & Employee Benefits	37,845,574	40,798,212	41,098,819	41,058,515	1,810,437	42,868,952
Services & Supplies	76,890,039	89,064,573	87,057,323	97,529,523	-804,257	96,725,266
Other Charges	22,527,665	862,040	781,144	749,309	0	749,309
Fixed Assets	204,598	584,550	584,550	747,000	0	747,000
Other Financing Uses (Transfers-out)	8,010,271	21,877,384	13,570,817	19,256,000	0	19,256,000
Increase to Reserves	89,500	89,500	0	89,500	0	89,500
<b>Total Expenditures</b>	<b>145,567,647</b>	<b>153,276,259</b>	<b>143,092,653</b>	<b>159,429,847</b>	<b>1,006,180</b>	<b>160,436,027</b>
Revenues	143,080,491	138,594,037	144,247,409	148,023,707	1,006,180	149,029,887
Use of FBU	2,487,156	14,682,222	-1,154,757	11,406,140	0	11,406,140
Decrease to Reserves	0	0	0	0	0	0



# FUND 406

## OC Parks Capital Projects



	FY 22-23 Actuals	FY 23-24 Modified Budget	FY 23-24 Projections (2 <sup>nd</sup> AFN)	FY 24-25 Adopted Budget
Services & Supplies/Other	2,474,489	2,145,250	1,036,574	2,471,000
Capital Projects	3,284,935	24,081,351	17,286,492	23,134,010
Increase to Reserves	140,000	0	0	0
<b>Total Expenditures</b>	<b>5,899,424</b>	<b>26,226,601</b>	<b>18,323,066</b>	<b>25,605,010</b>
Revenues	1,119,951	613,206	3,429,767	3,027,179
Other Financing Sources (Transfers-in)	7,000,000	19,396,913	11,090,246	17,000,000
Use of FBU	0	6,216,582	3,803,052	3,000,000
Decrease to Reserves	0	0	0	2,577,831

# FUND 106

Newport Tidelands



	FY 22-23 Actuals	FY 23-24 Modified Budget	FY 23-24 Projections (2 <sup>nd</sup> AFN)	FY 24-25 Adopted Budget
Services & Supplies	3,012,249	4,059,917	3,943,067	4,031,066
Services & Supplies (Harbor Patrol)	2,691,480	2,679,219	2,679,219	3,383,687
Other Charges	12,591	2,051,403	2,049,506	2,053,000
Increase to Reserves	374,200	1,844,100	0	374,200
<b>Total Expenditures</b>	<b>6,090,520</b>	<b>10,634,639</b>	<b>8,671,793</b>	<b>9,841,953</b>
Revenues	6,670,892	5,343,169	6,144,822	6,124,719
Other Financing Sources (Subsidy from Fund 405)	682,700	1,300,000	1,300,000	1,300,000
Use of FBU	0	3,991,470	0	1,417,234
Decrease to Reserves	0	0	0	1,000,000



# FUND 108

Dana Point Harbor



	FY 22-23 Actuals	FY 23-24 Modified Budget	FY 23-24 Projections (2 <sup>nd</sup> AFN)	FY 24-25 Adopted Budget
Services & Supplies	3,885,640	4,536,304	4,099,327	8,235,145
Services & Supplies (Harbor Patrol)	7,412,637	7,542,778	7,542,778	5,055,607
Other Charges	0	0	0	0
Capital Projects	0	4,975,000	556,090	1,206,023
Operating Transfers Out	0	166,945	166,945	34,128
Increase to Reserves	0	0	0	0
<b>Total Expenditures</b>	<b>11,298,277</b>	<b>17,221,027</b>	<b>12,365,140</b>	<b>14,530,903</b>
Revenues	4,600,944	4,029,514	5,561,072	5,297,858
Other Financing Sources (Subsidy from Fund 405)	0	0	0	0
Use of FBU	6,903,677	10,276,962	0	5,951,479
Decrease to Reserves	13,440	2,914,551	0	3,281,566



# OC PARKS OTHER FUNDS



	FY 22-23 Actuals	FY 23-24 Modified Budget	FY 23-24 Projections (2 <sup>nd</sup> AFN)	FY 24-25 Adopted Budget
FUND 459 – North Tustin CSA	553,836	5,135,359	1,322,599	4,345,449
FUND 477 – E Yorba Linda CSA	152,674	162,376	162,947	191,171
FUND 15K – Limestone Canyon Trust Fund	149	6,000	192	15,323

Fund 459 covers landscaping and maintenance needs related to North Tustin and Crawford Canyon Parks. FY 24–25 includes a one-time Capital Project for Crawford Canyon Park continued from FY 23–24.

Fund 477 covers landscaping and maintenance needs related to Woodgate Park in East Yorba Linda.

Fund 15K is a trust fund available for Limestone Canyon.

# OC PARKS BUDGET SUMMARY



Fund	405	406	106	108	459	477	15K	Total
Expenditures	160,436,027	25,605,010	9,841,953	14,530,903	4,345,449	191,171	15,323	214,965,836
Revenues	149,029,887	20,027,179	7,424,719	5,297,858	1,094,712	162,101	15,323	183,051,779
Use of FBU	11,406,140	5,577,831	2,417,234	9,233,045	3,250,737	29,070	0	31,914,057
FBR (Reserves)	23,494,300	18,562,279	3,224,463	39,379,652	643,473	0	0	85,304,167



# BASELINE BUDGET ASSUMPTIONS



Maintaining Service Levels



Historical Trends



Current Year Projections



CEO Budget Rates



Vacancy Rate of 10%



Property Taxes Growth Rate: 4%



# CHANGES TO RESERVES



## CHANGE 1



Increase of \$89,500 towards Fund 405 – Tenant's annual obligatory contribution to the Sunset Dredging Reserve.

## CHANGE 2

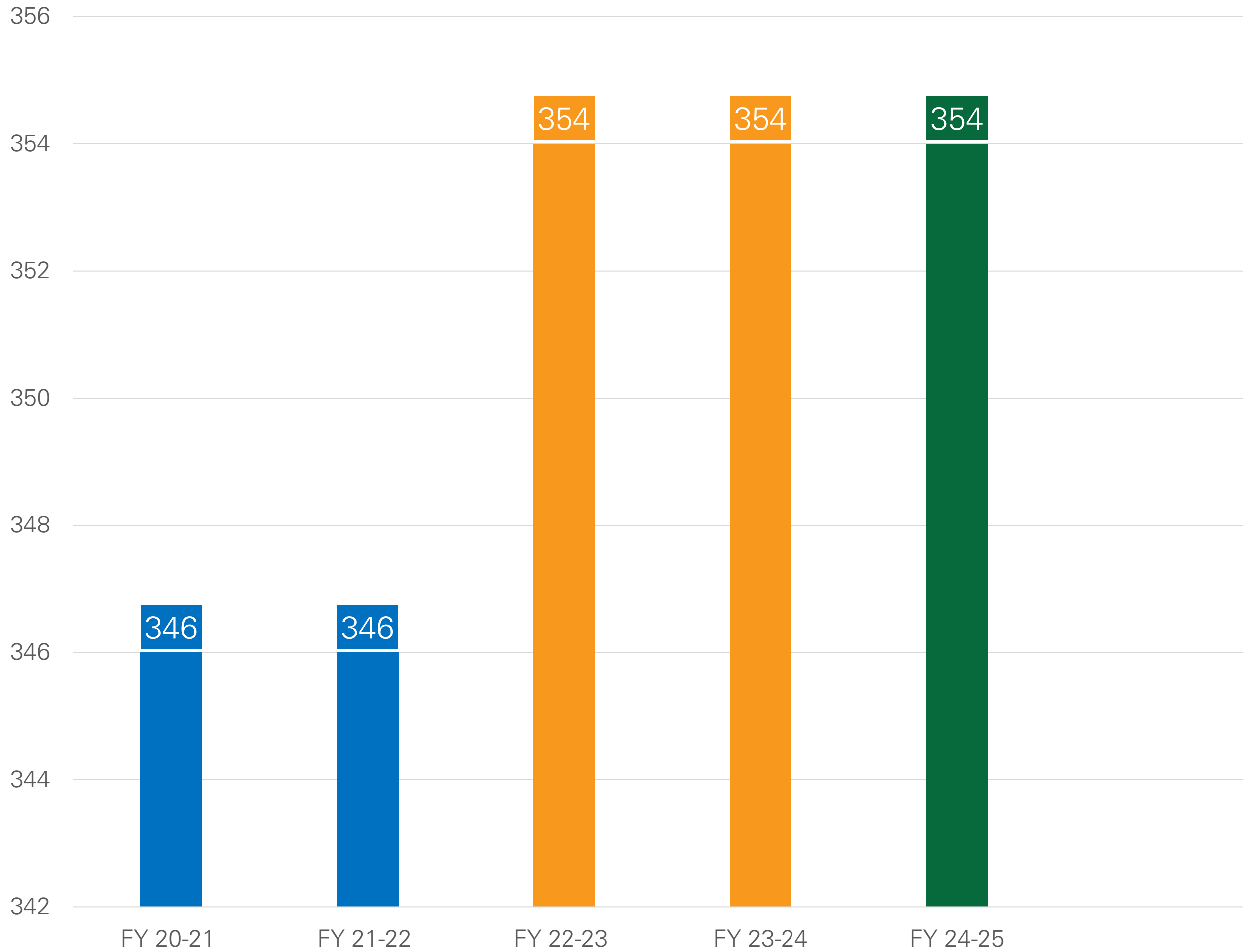


Increase of \$374,200 towards Fund 106 – obligatory contribution of OC Parks and tenant's portion to the Newport Dunes Dredging Reserve and \$1,469,900 required for past contributions.

## CHANGE 3



Drawdown \$2,000,000 from Fund 459 – General Reserve to offset cost for Crawford Canyon Park Project.



## POSITION HISTORY



## TECHNICAL LEVEL OF SERVICE AUGMENTATION

Converting two part-time  
Park Maintenance Worker I  
positions to one full-time  
position.





# EXPAND LEVEL OF SERVICE AUGMENTATION

Addition of one Regulatory  
Compliance Manager.



# CHALLENGES



Maintaining Service Levels/  
Service Increase



Natural Disasters  
Environmental Hazards



Increasing Costs



Funding Constraints







# OC PARKS HIGHLIGHTS

## FY 23–24 ACCOMPLISHMENTS

- Completion of Phase I of Mile Square Regional Park 93-acre Park Expansion
- Ribbon-cutting and opening of Gypsum Canyon Wilderness and Red Rock Wilderness to managed public access
- Graduation of OC Parks Ranger Academy #9
- Completion of Niguel Shores Revetment Restoration Project
- Ribbon-cutting of Falcon Flats Shelter at Irvine Regional Park

## FY 24–25 ACTIVITIES

- Completion of Crawford Canyon Park and public walkway
- Construction of Mile Square Regional Park Water Well
- Construction begins for Mile Square Regional Park Phase II expansion
- Start of OC Parks Ranger Academy #10
- William Mason Pathway Improvements



A wide-angle photograph of a hillside covered in a dense field of yellow poppies. The flowers are in various stages of bloom, interspersed with green foliage and some dry, brown grass. In the background, the hill rises, topped with a line of dark green trees. The sky is bright blue with scattered white clouds. A white rectangular box is superimposed over the middle of the image, containing the text "THANK YOU" in white, bold, sans-serif capital letters.

THANK YOU



**ORANGE COUNTY PARKS COMMISSION**

**STAFF REPORT**

**FROM:** Pam Passow, Director, OC Parks

**DATE:** July 10, 2024

**SUBJECT:** OC Parks Trails Subcommittee Members Term Extension

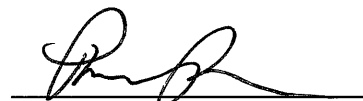
On July 7, 2022, the Commission appointed Deborah Ball and Suzanne Martin to serve as members of the OC Parks Trails Subcommittee (Subcommittee) for two-year terms, consistent with the Commission-approved Subcommittee Guidelines. Members Ball and Martin's terms are about to expire and they have expressed interest in continuing their service on the Subcommittee.

Member Ball is a hiker, cyclist, and equestrian. She also has experience as an Irvine Ranch Conservancy trail guide and docent, OC Zoo volunteer, and Wildlife ACT Conservation volunteer. Renewal of Member Ball's membership on the Subcommittee would support a balanced representation of the various trail user groups and benefit from Members with Subcommittee experience.

Member Martin is a hiker, cyclist, and equestrian. She also has experience as volunteer for mountain bike events and has been involved with OC Parks as a volunteer and with Warriors Society. Renewal of Member Ball's membership on the Subcommittee would support a balanced representation of the various trail user groups and benefit from Members with Subcommittee experience.

**RECOMMENDED ACTION(S):**

1. Renew the membership of OC Parks Trails Subcommittee Member Deborah Ball for an additional two-year term, expiring on July 10, 2026.
2. Renew the membership of OC Parks Trails Subcommittee Member Suzanne Martin for an additional two-year term, expiring on July 10, 2026.



Pam Passow

**ORANGE COUNTY PARKS COMMISSION**

**STAFF REPORT**

**FROM:** Pam Passow, Director, OC Parks

**DATE:** July 10, 2024

**SUBJECT:** Orange County Parks Commission 2024 Meeting and Field Trip Schedule Amendments and Selection of September Field Trip

Staff propose an amendment to the Orange County Parks Commission's ("Commission") meeting schedule to cancel the regular meeting on September 5, 2024 due to its proximity to major holidays. It is proposed that a field trip will be held on September 13, 2024 in lieu of the regular meeting. Field trips provide the Commission with valuable onsite experiences at various OC Parks facilities, while allowing additional flexibility in determining the date.

Staff also propose to restore the regular meeting on October 3, 2024. This would increase the likelihood of achieving quorum and allow for the Commission to attend to business that would have otherwise been considered at the September meeting.

**RECOMMENDED ACTION(S):**

1. Amend the Orange County Parks Commission 2024 Meeting and Field Trip Schedule to hold a field trip on September 13, 2024 and a regular meeting on October 3, 2024.
2. Confirm the field trip date.
3. Select a field trip location.

  
Pam Passow

**ATTACHMENT(S):**

Attachment A – Revised Orange County Parks Commission Meeting Schedule

**ORANGE COUNTY PARKS COMMISSION**  
**STAFF REPORT**

**FROM:** Pam Passow, Director, OC Parks

**UPDATED:** July 10, 2024

**SUBJECT:** OC Parks Commission's Proposed 2024 Meeting and Field Trip Schedule

A proposed schedule of 2024 meeting and field trip dates is provided below for the Commission's review.

Seasonal field trips provide the Commission with valuable onsite experiences at various County facilities. The locations and dates of these field trips will be determined by the Commission in the month(s) preceding the field trip.

January 4	Cancelled Meeting
February 1	Cancelled Meeting
March 7	Regular Meeting
April 4	Cancelled Meeting
April 5	Commission Field Trip — George Key Ranch
May 2	Cancelled Meeting
June 6	Cancelled Meeting
July 4	Cancelled Meeting
July 10	Special Meeting
August 1	Regular Meeting
September 5	<del>Regular Meeting</del> Cancelled Meeting
September 13	Commission Field Trip — Location TBD
October 3	<del>Cancelled Meeting</del> Regular Meeting
<del>Date TBD</del>	<del>Commission Field Trip — Location and Date TBD in the prior month</del>
November 7	Regular Meeting
December 5	Regular Meeting
January 2, 2025	Cancelled Meeting
February 6, 2025	Regular Meeting

**RECOMMENDED ACTION:**

Approve the Commission's 2024 meeting and field trip schedule.

  
 Pam Passow