

CITY OF HIGHLAND SPECIAL MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

SPECIAL MEETING

August 11, 2022

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 📠

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ext. 226, at least 72 hours prior to the meeting.

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 Community Trails Committee 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 August 11, 2022 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 11, 2022 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
August 11, 2022 - 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 August 11, 2022, 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 June 9, 2022 Special Meeting.

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

BUSINESS ITEMS

2. Tres Lagos Property – San Bernardino Valley Municipal Water District Board of Directors Workshop update.

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receives and files Staff presentation regarding the Tres Lagos property.

3. Trails Masterplan Update and Maintenance Overview.

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receive staff presentation on the implementation of the City's Trail Master Plan and Maintenance and provide comments are appropriate.

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.

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 4th of August 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: August 4, 2022



Camille Goritz, Administrative Assistant III




STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: August 11, 2022

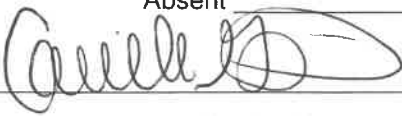

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Minutes from the June 9, 2022 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
June 9, 2022**

CALL TO ORDER

The Special 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.

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|----------|--------|-------------------|
| Present: | Chair | Robert La Chausse |
| | Member | Richard Bowman |
| | Member | Brent Merideth |

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|---------|------------|------------------|
| Absent: | Vice Chair | Erwin Fogerson |
| | Member | Michael McMillan |

Staff Present: Lawrence Mainez, Community Development Director
Camille Goritz, Administrative Assistant III

Pledge of Allegiance led by Chair La Chausse.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

Bob Hitchman, Public Speaker thanked Assistant Planner Tafolla for setting up Annual Trails Day, she was prepared and knows how to multitask very well. I would like to also thank our HIT team, Denise Moreno, which was a spur of the moment. There is a lot of homeless living in the wash, but the one comment I heard from the community walking to the trails was "Is it safe?" we let the community know to stay on top of the levees.

CONSENT CALENDAR

1. Minutes from the May 12, 2022 Special Meeting.

A MOTION was made by Member Bowman, seconded by Member Merideth, to approve the minutes as amended. Motion carried, 3-0, with Vice Chair Fogerson and Member McMillan being absent.

BUSINESS ITEM

Members of the board made a motion to add an additional business item to the agenda: An overview of the Annual Trails Day event on June 4, 2022. Motion carried, 3-0-2, with Vice Chair Fogerson and Member McMillan being absent.

Community Development Director Mainez thanked the CTC members for the effort and time spent on Trails Day. We had approximately 26 participants. Assistant Planer Tafolla did a great job.

Member Bowman stated he thinks it went very well, didn't have any issues, however he wishes there was more participants and advertising for the event.

Member Merideth stated he did see Peachjar and San Bernadino Sun advertisements which was helpful. There was mention of a firetruck being at the event, however it never showed up. Do you know what happened?

Community Development Director Mainez stated I did not follow up, but I assume they were called out, but I will follow up.

Member Merideth stated in the future it would be nice combine Touch a Truck and Trails Day event, so kids could be more involved. It was great weather, anytime between mid-March and June could work. There was a lot of snacks and water provided. I'm not sure how effective the signs were that we had pointing people to the park.

Chair La Chausse stated I'd like to have seen greater participation, given the money spent on advertising for this event. I do not recall seeing school aged kids at the event. I think a better way to advertise next time is if we can put a Caltrans flashing sign two months in advance on Baseline that says Trails Day event is coming up. I made copies of the flyers myself and distributed them to businesses and residents. We couldn't have picked a better day; however, we could have picked a better spot that shows off the city. I didn't hear anybody complain about the rigor or the distance of the trail. I appreciate the hard work and investment staff put into this event, coming into work on a Saturday morning. I think we can take the lessons that we learned from this and carry those forward into the next Annual Trails Day.

Member Bowman suggested to start planning and providing flyers earlier next time.

1. Eagle Scout Project Proposal

The Eagle Scout Benjamin Shumate did not show to the meeting to give an overview of the project proposal.

Community Development Director Mainez apologized for the Boy Scout for not showing.

A MOTION was made by Chair La Chausse, seconded by Member Merideth, to table the agenda item to hear Benjamin Shumate's Eagle Scout project proposal and provide Mr. Shumate with comments and or recommendations, as necessary.

ANNOUNCEMENTS

Member Merideth thanked Bob Hitchman for helping the CTC members set up the Annual Trails Day.

Community Development Director we are planning on having a meeting July 14, 2022.

ADJOURN

There being no further business, Chair La Chausse declared the meeting adjourned at 6:26 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: August 11, 2022

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner *AT*

SUBJECT: Tres Lagos Property – San Bernardino Valley Municipal Water District Board of Directors Workshop update

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receives and files Staff presentation regarding the Tres Lagos property.

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.

LOCATION: The Tres Lagos property is located at the eastern edge of Highland adjacent to unincorporated areas of San Bernardino County and the San Bernardino National Forest. It encompasses approximately 1,658 acres within the “Seven Oaks Policy Area”. The Project Site is located approximately six miles east of State Route 210, 1.5 miles north of Interstate 10 and just north of State Route 38.

ANALYSIS: The SBVMWD held a visioning workshop on July 27, 2022 with the Board of Directors to discuss development of a Master Plan for the property which will serve as a guiding document that provides opportunities, constraints, and a vision for future use of the site. Staff attended the meeting in person to hear how the Highland Trails could be incorporated into the Master Plan.

Included in the workshop presentation was the Highland Multi-Use Trail Map. SBVMWD Board of Directors and staff discussed the probability of including Highland Trails in the proposed Master Plan.

Staff will continue to keep the CTC updated as the SBVMWD continues to move towards a Master Plan.

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




STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: August 11, 2022

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner 

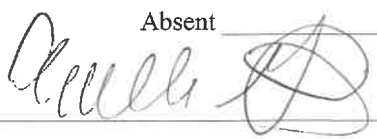

SUBJECT: Trails Masterplan Update and Maintenance Overview

RECOMMENDATION: Staff recommends the Community Trails Committee receive staff presentation on the implementation of the City's Trail Master Plan and Maintenance and provide comments 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.

A. Trails Master Plan Updates: (The numbers listed below correspond to the attached Exhibit)

1. Trail Link between Browning Trail, Streater Trail, and Base Line Trail
 - Several private properties along the east side of Browning Road would be required to dedicate easement rights.
 - A significant amount of capital improvement funds will be required to complete the trail.
 - Estimated build out time – No established time set.
2. Shelton Trail at Highland Ave. and Church St.
 - Trail branches off to private trails located within the East Highlands Ranch.

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|--|---------------|--|--------------------------|
| 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 | |

3. Missing Shelton Trail link between Base Line and Water Street
 - Several private property easement rights have been acquired to date.
 - A significant amount of capital improvement funds will be required to complete the trail and connect to Base Line.
 - Estimated build out time – No established time set.
4. Trail link between Shelton Trail and Northfork Trail
 - Staff is working with the potential new owner to acquire trail easements and improvements.
 - Once easements are acquired trail improvements should be installed by the new owner as part of the development process.
 - Estimated build out time – No established time set.
5. Missing trail link between Plunge Creek West Levee Trail and Northfork Trail
 - Complex CEQA process will be required to connect trails over Plunge Creek.
 - Cost will be in the millions to connect and require coordination with East Valley Water District and San Bernardino County Flood Control District.
 - Estimated build out time – No established time set.
6. Planned Trail (Plan B)
 - A Memorandum of Understanding (MOU) is in process with City of Redlands, San Bernardino Valley Water Conservation District, and the City of Highland.
 - Estimated time to finish MOU and open to the public – 6 months.
7. Trail link between Northfork Trail and Alder Creek Trail
 - No access agreement obtained yet from San Bernardino County Flood Control District to use their maintenance road along the Oak Creek Channel.
 - Estimated time to complete – No established time set.
8. Trail link between Alder Creek Trail and IN16 fire access road
 - The public has access to 1N16 through the new Mediterra community.
 - Phase 1 and 2 of the Mediterra community is under construction.
9. Historic Iron Bridge update
 - Refurbished bridge and interpretive kiosk sign completed.
 - Future staging connection area for Tres Lagos & Plan B trails.
10. Missing Trail gap to connect Streater Trail
 - Missing private property easements.
 - A significant amount of capital improvement funds are required to complete the trail gap.

- Estimated build out time – No established time set.

B. Trails Maintenance Protocol:

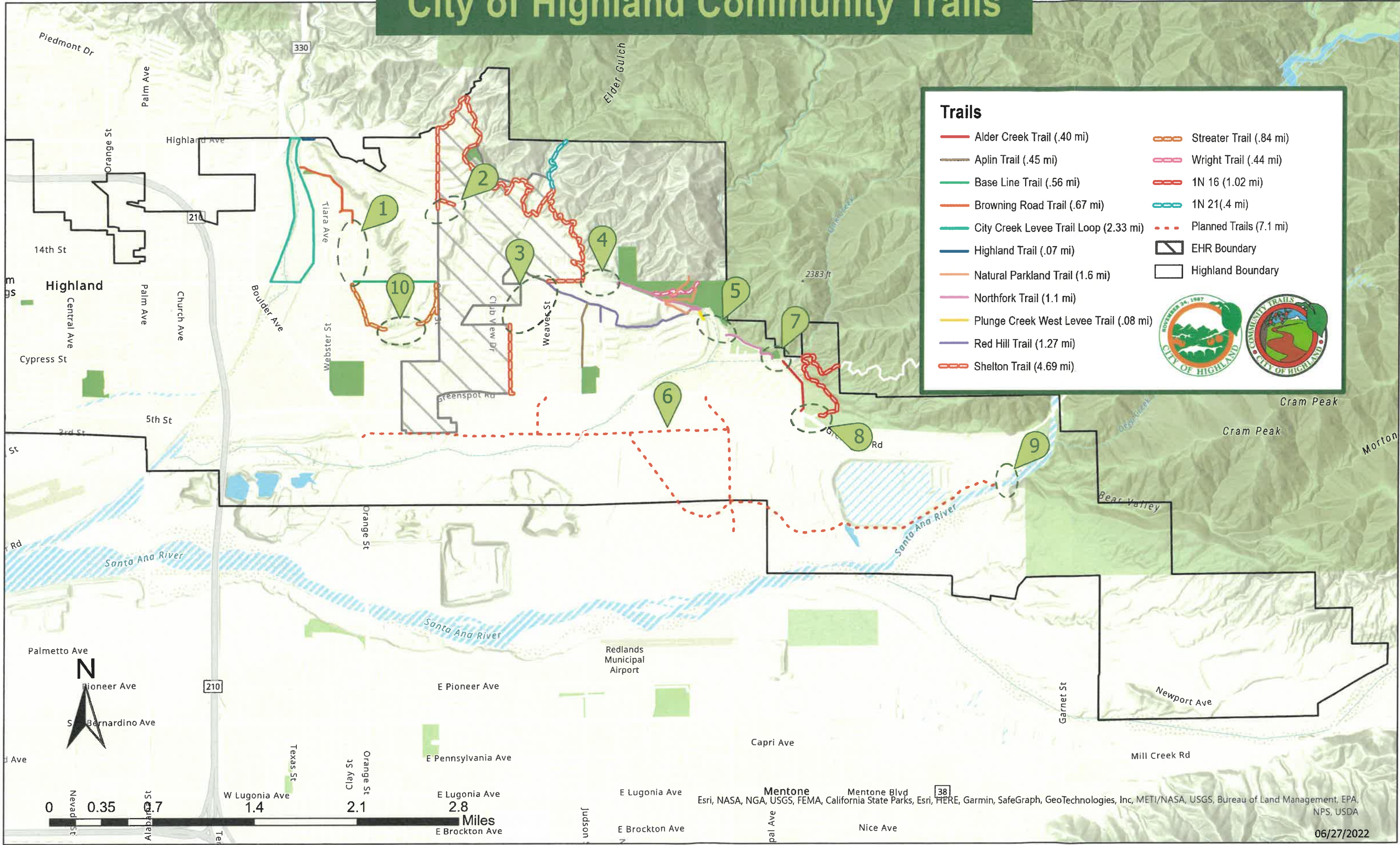
The City Public Works Staff will give a brief presentation on Budget and trails maintenance routine, and address any questions or comments the committee may have.

Exhibits: 1. Missing Trail Link Map

EXHIBIT 1

Trail Link Map

City of Highland Community Trails





STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: August 11, 2022

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner *AT*

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

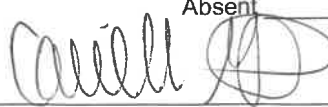

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) receive and file Staff's presentation on the RTP Grant.

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).

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|---|---------------|---|--------------------------|
| 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.

Next Steps:

Once the State of California Department of Parks and Recreation and CALTRANS sign off on the Federal post-application requirements, the City will receive a formal contract/agreement related to the RTP Grant. Staff anticipates receiving the RTP Grant contract/agreement prior to the end of October. Once the contract is executed the project can begin the bidding process for construction and the City can start requesting reimbursements from the State.

The City's lead project Manager (Community Works Design Group) is continuing to work on related environmental work and design elements.

Currently there isn't any design components for the CTC to review and comment on.

Staff will be available to answer any questions the Committee may have.