

RECREATION COORDINATORS MEETING AGENDA

January 6-8, 2009

Location: Staybridge Suites, 5735 Dean Martin Drive, Las Vegas, NV 09118

<u>Participants</u>	<u>Office</u>	<u>E- Mail</u>
Vernon Lovejoy	PPS Denver	vlovejoy@do.usbr.gov
Darrell Welch	PPS Denver	dwelch@do.usbr.gov
Bill Martin	LC Region Office	bmartin@lc.usbr.gov
Richard Mellegard	Phoenix Area Office	rmellegard@lc.usbr.gov
Richard Arndt	PN Region Office	rarndt@pn.usbr.gov
Scott Springer	MP Region Office	sspringer@mp.usbr.gov
Steven E. Anderson	GP Region Office	sanderson@gp.usbr.gov
Fred Liljegren	UC Region Office	fliljegren@uc.usbr.gov

Visitors

Peggy Haren	PPS Denver	pharen@do.usbr.gov
Donna Krzystek	Phoenix Area Office	dkvzystek@do.usbr.gov
Jeannie Rutherford	LC Region Office	jrutherford@lc.usbr.gov

Tuesday January 6, 2009 - 8:00 – 5:00

1. Discussion of the "Bureau-wide" work that should be accomplished by recreation staff annually. This includes any formats that the data should be collected for reporting and a discussion of the consistence that we need between offices. This topic will include ABC. (Fred Liljegren & Group)

Bureau-wide Recreation Work/Recreation Assets/Management/Accessibility Performed by Recreation Staff in Reclamation

- Annual recreation meetings on recreation areas (contracts, administration)
- Review of recreation facilities (contracts with partner, property management)
- Upcoming recreation plans—GMP, RMP, Feasibility (contracts requirements)
- Issues/public comments (contracts, administrative responsibilities)
- Compliance with recreation contracts (contracts)
- Recreation facilities condition assessment (contracts)
- Development/construction/quality checks/compliance (contracts with partners)
- Budgets (contracts)
- Property records/info. (financial accounting)
- Concession reviews (3rd party /direct—contracts)
- Accessibility compliance (ADA)
- Networking with potential or current partners (policy),
- All of the bullet items above should be in the form of notes or minutes for a record of the recreation work.

Recreation Use Data Reporting

- RUDR (contracts/D & S/policy)

Wildlife Management Areas

- Reviews required (contracts)

Canals/Pipelines/ Easements

- Incident use (OM Group, District responsible)
- Recreation management partner agreement—(District /partner agreement compliance—check D & S, 429) (recreation secondary)

Title 28 Work (Co-op Agreement)

- Project--Area Office level (Recreation/NRS/Engineering/Lands)

Non Governmental Organization Partnerships (National MOU)

- CAST
- Trout Unlimited
- Take Pride in America
- Tread Lightly
- National Trails

GPRA (Congressional reporting/Presidential)

- REA (New Melones)
- Accessibility

PART (OMB-improvement actions)

- Performance based contracts-concessions (Rec staff)
- Review/updates
- Guide books (Darrell)
- Website for Recreation (Darrell)

Activity Based Costing (ABC)

- Regional level (budget level)

Misc

- Golf courses
- Shooting ranges
- Visitor centers

2. Discussion on Use Authorization (for recreation) as in 429 and how these will be handled uniformly throughout Reclamation; Update and other issues on 429; and Authorities used to issue authorizations to Non-Profit organizations. (Peggy Haren)

Became effective Jan. 5, 2009

- Applies to all land use authorizations.
- Application forms must be filled out.
- \$100 non-refundable application fee required.
- RD can approve a waiver.
- Application must comply with all federal laws.
- Limited use authorizations allowed but cannot allow leases on land and must be done in accordance with the law.
- Addresses private exclusive use--GP, PN affected the most.

423 is out as a final

- Opening and closing exclusive use areas streamlined.
- Seaplane use closed on reservoirs except those already designated and formally documented.
- Seaplanes defined once they are on the water as vessels and must comply with laws as vessels.
- Latrines must be above the high water mark.

These documents will be out in pocket form.

Lands Conference is scheduled for the spring of 2010 hosted by GP Region.

Concessions standards are up for review this year.

3. Reclamation Guidelines status report on LND 01-01, LND 01-03, LND 01-04 and PO4 (Darrell Welch)
 - Draft Directives and Standards were discussed by the group.
 - Ideas were proposed and discussed for possible changes and additions.
 - It is important that the project purposes be the priority in any decisions that are made for land use i.e. shooting ranges.
4. Concession External Reviews--what should the process be to ensure they are conducted and documented. Show and Tell on the Echo Reservoir Concession Review. (Vernon Lovejoy)
 - Photos and a compliance spreadsheet were presented and discussed.
 - The compliance spreadsheet is a good format for many types of compliance reviews
 - Dates should be included on the spreadsheet format for follow up and yearly reviews.
5. Visitor Center Work Updates. UC Glen Canyon, LC Hoover, and PN Coulee are all working on various issues with visitor centers. We will review and discuss the processes outlined in the Policy, Directives and Guidelines and what we learned and can be applied from the related interpretation training. (Fred Liljegren, Bill Martin and Rik Arndt)
 - Glen Canyon
 - It's been one year since update.
 - Joint facility with Park Service.
 - Starting January 10, 2009 a fee schedule will be in place for tours of the Dam \$5.00 adults, \$4.00 teens.
 - 300,000 visitors/year but expect a drop with the new fees.
 - Hoover
 - Interpretive design for visitor center done.
 - Updated facility for safety issues, new parking lots, new overlooks.
 - Bridge is being constructed to bypass the Dam.
 - Tours are down due to economy.
 - Railroad Trail below the Dam is now open.
 - Coulee
 - Visitors center has been redone with hands-on exhibits.
 - No tour fees or entrance fees.
 - 400,000 visitors/year for 4 month season.
 - Smelting plant in Canada is causing some pollution problems downstream

6. Report on the Outdoor Recreation Business Plan Guidebook, responses, updates, questions, and training needs. (Group)
 - Guidebooks have been handed out, people want personal training (Nevada).
 - Need personal contact for exposure to business plan.
 - Park managers may not be seeing documents from higher levels.
 - Updated spreadsheets reviewed by group.
7. RUDR Update. (Darrell Welch)
 - OMB forms were presented to the group.
 - The forms were discussed and changes are identified in red and green, deletions in blue.
 - Comments to these forms, instructions and definitions need to be sent to Darrell Welch by the end of January 2009.
8. Update of RMP Guidelines that PPS may have funding to do in 2010. Assist in preparing Statement of Work for completion. (Darrell Welch)
 - Revision of 2002 RMP Guidelines.
 - Condensed RMP, NEPA, concerned only with our discipline.
 - Smaller planning studies specific to areas.
 - Level of studies needed for areas.
 - Maybe do an addendum to RMP Guidelines.
9. Recreation Facility Design Guidebook. (Lovejoy/Welch)
 - Update has occurred.
 - Waiting for new pictures to arrive.
 - Access Board is redoing the federal guidelines so waiting for their updates.
 - Suggested the guidebook be published only online and not published as a hard copy for easy updating so guidebook will always be current.

Wednesday January 7, 2009 - 8:00 – 5:00

1. A discussion on PL 89-72 and limitations on building recreation facilities and improvements without a partner. (Steven Anderson)
 - Discussed authorities and policies of Title 28 in reference to P.L.89-72.
 - Discussed how to deal with turn backs and facilities that are received and replacing in kind.
 - Handout included Notice of Intent to Award from Darrell with a copy of a filled in template (**this form is not finalized, send comments to Darrell**).
 - Cost/share agreements are not being done to complete upgrade work because of complexity of paperwork and time consuming.

2. Identification of other authorizations besides 89-72 as amended by 102-575, to grant funds to our partners. (Steve Anderson)
 - Other project specific legislation was discussed that would be unique to that project.
 - Discussed the target date to finalize additional recreation authorities (PART performance measure).
3. Recreation Website – Overview and updates. (Darrell Welch)
 - Viewed the new internet website for the 289 developed recreation areas with links to other sites and offices (web pages).
 - Policies, directives, publications, NRAs, wildlife refuges, recreation maps (interactive and reflect information from brochures), and documents are all included.
 - PPS will manage so requests for changes must be sent to PPS.
 - All links are being checked for accuracy.
 - All updates were due to Darrell in December.
 - Send comments for **intranet** to Darrell for any recommendations on what to include on site.
4. OMB Surveys Discussion (Darrell Welch).
 - Can do up to 2 surveys per instrument per year.
 - Contact Darrell about which ones you plan to do.
 - Survey results will be posted on the intranet.
 - Customized surveys can be assembled from any questions on the surveys.
 - Up to 5 custom surveys per year can be done.
5. An Analysis of Cost to Manage 7 California State Parks (Scott Springer)
 - Provided a briefing paper that was given to the Assistant Regional Director of Technical Services in the MP Region for managing 7 recreation areas (3 are directly managed by BOR) where contracts have expired.
 - Trying to get a broad-based master contract with Regional office instead of each area office because of disparity between area offices.
 - Resolution of this issue has been raised to Regional Directors office.
 - Spreadsheet on cost comparison of the two agencies was provided.
6. WROS update status since the 2008 training. (Vernon Lovejoy)
 - Suggestions have been sent to Vernon and will be included in the update.
 - Update should take 1-2 years and will begin this year.
 - Coordinators will be contacted regarding the review.
 - Concessions Management Oversight for Reclamation Employees with New Responsibilities—new 13 page document, new employees “how to” guidebook, informal.
 - Guidebook is being condensed to 30 pages.
 - These two publications will be posted on the intranet.

7. Final Review of the Rapid Assessment Guidebook on Interpretation (Marcella Wells)
 - Power point on benefits of interpretation presented to area personnel and is still in house for use.
 - Training course on interpretative planning held and is still in house and available.
 - Interpretative planning guidebook with check lists in appendix—gives areas a way to do planning on their own, stand alone document.
 - This document is out for review by Reclamation and expert panel.
 - Accepting suggestions for any adaptations i.e. title, terminology, length of document, ease to use, that need to be made for Reclamation specifically and examples for the appendix.
 - Email marcellawells@comcast.net by January 26, 2009.
 - Use for personal and non-personal items--bulletin boards, brochures, trailheads, kiosks, panels, etc. but not for a big built facility.
 - Reviewed the document for suggestions, ideas and terms to be used to keep consistency throughout the document.
 - The title to the publication was changed to Planning Guide for Interpretation and Education.

Thursday January 8, 2009 - 7:45 – 4:45

Field Trip to Hoover Dam and other sites on Reclamation land around Boulder City. (Bill Martin)

1. Wetlands Park
 2. New raft launch ramp below Hoover Dam
 3. Refurbished original Hoover exhibit building
 4. Arizona overlook
 5. Hoover Historic Railroad Trail (time permitting)
 6. River Mountains Loop Trail (time permitting)
- **Next Recreation Coordinators meeting will be scheduled in the Great Plains Region in mid to late Summer.**