

Project Charter – Board Objective: Recreation

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Project Sponsor: Trisha Tillotson, Community Development Agency Director

Project Lead: Shivati Karki-Pearl

BACKGROUND AND PROJECT JUSTIFICATION

Nevada County recognizes the connection between the health of people and ecosystems, tourism, outdoor recreation, and community resilience. The Project Manager with the assistance and input from the **Recreation Workgroup** will lead countywide planning and implementation efforts for the 2025 Recreation Board Objective, which is “To promote sustainable recreation in partnership with community providers and other jurisdictions to enhance recreational access, support public health and safety, realize economic opportunities, and preserve natural resource assets.”

PROJECT SCOPE AND TIMELINE

The Recreation Manager, in collaboration with the Workgroup will further eight focus areas, as outlined below. *Note: All initiatives that follow align with Master Plan recommendations and suggested next steps that fall into the short term or mid-term category. The Project Manager will actively solicit grants and secure funding to support implementation of non-funded priority projects.*

1. Community and Regional Park System

- A. Coordinate with Recreation and Park Districts, and convene partners to advance suite of priority projects, such as hiring of a joint recreation coordinator for parks, discuss a possible JPA, and explore the creation of a Parks and Rec Foundation.
- B. Assist with Prop 68 funding, capital project and maintenance investment opportunities, and gap loan requests, as needed. Monitor project and repayment progress with the park districts
- C. Manage RFP, and subsequent distribution of recreation mitigation funds.
- D. Work with Truckee Donner Recreation and Park District (TDRPD) to support services in unincorporated areas of District 5.

2. Recreation Outposts

- A. Manage grant and funded programs to create Digital and Physical Recreation outposts with the support of the IGS Department.
- B. Continue to incorporate additional layers of recreation to the trails map, such recreation playbook, arts and culture map, historical interest map, etc.
- C. Coordinate with Caltrans and the Nevada County Transportation Commission to assess signage solutions for safe crossing and commuting along Highway 20 near the 5-Mile House and Pioneer Trailhead. Align efforts with the ongoing parking project at Fire Station 82.

3. Towns to Trail System

- A. Convene the Pines to Mines Trail Alliance. Assist with amplifying communications for fund raising and awareness. Coordinate field trips and provide support, and oversight to the committees as needed.
- B. Manage the contract with Bear Yuba Land Trust for the Wayfinding Design and Signage Project, which includes production of standardized design templates, creation of a signage needs inventory, and implementation of priority signage. Collaborate with stakeholder agencies and explore grants to fund ongoing signage implementation as informed by the plan.
- C. Manage the project for Improvement for Recreation Access at the Government Center (New Parking Lot and Signage).
- D. Coordinate with the Washoe tribe, County departments and agencies to implement cultural and historic signage in the Washoe Territory in Eastern Nevada County.
- E. Coordinate with and build awareness of Public Works on the Combie Roads Multi-Use Trail Project.

4. Recreation and Resiliency Hub Network

- A. Connect and coordinate shared resources and efficiencies between San Juan Ridge Family Resource Center and Oak Tree Community Park.
- B. Facilitate the efforts to fund and implement a Volunteer Recruitment and Training program with the Parks and Rec Districts.
- C. Explore building the necessary capacity, through public-private partnerships, to pursue the future development of a Recreation and Resilience Center.

5. River Access Management Plan

- A. Facilitate the South Yuba River Public Safety Cohort and coordinate public safety and responsible recreation campaigns and solutions, such as the peak season communication plan, and the river ambassador program.
- B. Secure funding for and manage the update of the South Yuba River Adaptive Management Plan
- C. Organize and Facilitate the Bear River Recreation Collective.
- D. Secure funding for and manage the development of the Bear River Recreation, and Access Management Plan.
- E. Research grant opportunities and identify available land for purchase to support future river access and recreation improvements near the Hirschdale Bridge.
- F. Yuba River Seasonal Shuttle Service
 - a. If directed, and with sufficient funding, undertake a River Shuttle feasibility and operations plan study.
 - b. Partner with the Transit Services Division to develop a sustainable river shuttle service.
 - c. Identify grant funding sources to support implementation of pilot program river shuttle services.
 - d. Create effective marketing campaign to publicize river shuttle service.
 - e. Coordinate service functions with Yuba River Safety Cohort.
 - f. Partner with law enforcement and State Parks to develop a parking mitigation plan in support of river shuttle services.

6. Destination Donner Summit

Lead Donner Summit visitor management coordination with USFS, Placer County and community-based organizations; advance visitor center and recreation projects. Initiate the bidding process and secure an engineering design firm to produce a construction plan in 2025-26.

7. Sustainable Recreation and Communication Plan

- A. Research and develop a mechanism to track and evaluate value of Outdoor Recreation economic impacts in Nevada County, contingent upon available funding and resources, and in collaboration with economic development office, and local partners.
- B. Promote sustainable outdoor recreation within tourism marketing plans, in coordination with the Economic Development Office, that ensures stewardship of natural resources.
- C. Manage the publication of the Quarterly Recreation Newsletters.
- D. Manage ongoing responsible recreation messaging activities through events, partners, and media.

8. One Centralized Hub: Recreation Resources and Program

- A. Develop the concept of one central Recreation Resource Hub to increase public awareness and connections to resources and programs with recreation partners and the County Library.
- B. Manage and host the annual recreation fair in collaboration with the Nevada County recreation Coalition Members.

High Level Risks and Assumptions:

Ongoing, sustainable funding for maintaining existing or future programming may become a challenge in the future, as current program activities have primarily been supported by ARPA funds, which are already encumbered through December 2026. Additionally, reduced funding from key partners, such as the Forest Service and State Parks, due to shifting priorities or budget cuts, could further limit resources available for outdoor recreation initiatives. However, with access to leveraged funds, grant writing consultants, and strategic partnerships with local organizations and agencies, the Recreation Manager can secure alternative funding sources to advance priority projects from the Recreation and Resiliency Master Plan.

This will involve focusing on short- and mid-term initiatives while strategically identifying and tracking long-term funding opportunities through both federal and private grants. Furthermore, with the County dedicating additional dollars to support key priority projects for the year and facilitating state and federal earmark petitions, there will be increased potential for securing targeted funding. By diversifying funding mechanisms, strengthening partnerships, and leveraging the County's support, the Recreation Manager can mitigate the risk of reduced public funding and ensure the continued success and expansion of recreational programming

The following are key requirements and risks associated with implementing the Yuba River Shuttle by a July 2025 start date as requested.

- Sufficient grant funding outside the current transit services and recreation budgets to support the implementation of the Yuba River Shuttle
- Capital equipment necessary to provide the services
- Available contractors to operate the services
- Sufficient marketing resources to ensure broad dissemination of new service information

COMMUNICATIONS PLAN:

The Recreation content strategy is developed annually and updated as needed by the Recreation Workgroup, stakeholders, and Nevada County Public Information Office (PIO).

2025-26 Outreach, Campaigns, News and Events:

- a. Feb- April: Recreation Fair Outreach and solicitation
- b. March: Recreation Newsletter
- c. May: Recreation Fair @ Bodhi Hive
- d. June: Celebration of Trails Month with Board Proclamation, Recreation Newsletter
- e. June – September: Summer Peak Season Coordinated Safety Messaging (Cohort)
- f. September: Annual River Cleanup with Board Proclamation, Recreation Newsletter
- g. October: Heart of Gold Gravel Race & Festival
- h. November – March: Winter Peak Season Coordinated Messaging
- i. December: Recreation Newsletter
- j. Throughout: Spotlight on grant projects underway or completed
- k. Throughout: Attend Community Events to promote Responsible Recreation
- l. Throughout: Support report outs from the Ad-Hoc Committee for the Board of Supervisors' meetings

SUMMARY BUDGET (FY24-25, FY25-26 PENDING):

The Recreation Budget is approximately \$400-430K in ongoing costs, including staffing, overhead, basic services, and supplies. Project-specific costs approved and carrying over from current budget allocations include Donner Summit Visitor Center, Outdoor Visitor Safety Fund grants, Recreation Mitigation Funds and the ARPA-funded Yuba River access management, communications, Cohort coordination, and emergency response programs (for a total of \$881,467). Near-term projects of the Recreation & Resiliency Master Plan are supported by these ARPA funds are to be obligated by December 2026. See Attachment 1 for unfunded priority ongoing and recommended priority projects.

RECREATION CHARTER

Charter Budget - Recreation								
	2024-2025 Budget			2025-2026 Proposed Budget				
Initiative/Project	Board Priority Assignments (GF/TOT)	Funded Costs	TOTALS	Board Priority Assignments (GF/TOT)	Funded Costs	Unfunded Proposed Projects	TOTALS	Revenue Note
Recreation Operations	0	430,000	430,000		445,758		445,758	Ongoing operating costs/budget
Recreation & Resiliency Master Plan project implementation based on Board Direction	125,000	200,000	325,000	150,000	125,000	115,000	390,000	\$115,000 could be GF or grant funded depending on BOS direction
Projects underway		594,996	594,996		881,467		881,467	Donner Summit+OVSF Round2+ Ongoing Projects
Total			1,349,996				1,879,225	

OTHER

Recreation & Resiliency Master Plan project implementation based on Board Direction				\$50,000		500,000	550,000	Vacant Land Acquisition (\$50k for Bear River Rec Corridor Concept)
Recreation & Resiliency Master Plan project implementation based on Board Direction						25,000	25,000	River Shuttle Feasibility and Plan Development Study
Recreation & Resiliency Master Plan project implementation based on Board Direction						397,784	397,784	Summer River-Shuttle Pilot Implementation

WORKGROUP MEMBERS – ROLES & RESPONSIBILITIES:

Team Member Name	Department	Roles/Responsibility
Shavati Karki-Pearl (SKP)	CDA	<i>Project Manager</i>
Trisha Tillotson (TT)	CDA	<i>Executive Leadership Team, advisor</i>
Taylor Wolfe (TW)	PIO	<i>Communications Representative</i>
Vera De Ferrari (VDF)	CDA	<i>Budget/Fiscal Analyst, communications</i>
Brian Foss (BF)	CDA	<i>Planning Director, Advisor</i>
Kimberly Parker (KP)	CDA	<i>Econ Development, Go Nevada County</i>
Robin Van Valkenburgh (RVV)	CDA	<i>Recreation Transit Services Manager</i>
Jeff Thorsby (JT)	BOS	<i>Advocacy and Interagency Support</i>
David Garcia (DG)	CDA	<i>Public Works Director, Advisor</i>
Mandy Stewart (MS)	CEO/BOS	<i>East County liaison, CCC lead</i>

Board Champions: Recreation Ad Hoc Supervisor Hardy Bullock and Supervisor Robb Tucker; South Yuba River Public Safety Cohort: Supervisors Sue Hoek and Heidi Hall; Recreation Coalition: Supervisor Sue Hoek; Bear River Collective: Supervisor Robb Tucker (*Upon Launch*).

HIGH LEVEL REQUIREMENTS:

The Workgroup will coordinate closely with existing work groups addressing similar issues.

Major Stakeholders:

- Key Community Partners include but are not limited to:
 - Public lands owners and managers (*partial list*): California State Parks, CA Department of Fish & Wildlife, Army Corps of Engineers, US Forest Service – Tahoe National Forest, Bureau of Land Management, Nevada Irrigation District, Pacific Gas and Electric, Bear Yuba Land Trust, Truckee Donner Land Trust, Truckee Trails Foundation, and others
 - South Yuba River Public Safety Cohort member organizations
 - Local governments, nonprofit organizations, and user groups (*partial list*): Town of Truckee, Visit Truckee Tahoe, Truckee Watershed Council, Sierra Business Council / Sierra Consortium; Placer County, City of Nevada City, City of Grass Valley, Donners Summit Association, Bicyclists of Nevada County, Gold Country Trails Council, other trail organizations, and recreation providers.
 - Park Districts: Bear River, Oak Tree, Western Gateway, Truckee Donner
 - Regional working groups: Tahoe-Truckee Sustainable Recreation & Tourism, Donner Lake Interagency Partnership for Stewardship (DIPS)
 - Yuba River Shuttle specific stakeholders: Northern Sierra Air Quality Management District (NSAQMD) (Funding partner), Department of Public Works, Transit Services Division, Nevada County Transportation Commission (NCTC) (Funding and planning partner), South Yuba River Public Safety Cohort.

Meetings and Method of Operation:

- 1) Recreation Ad-Hoc Meetings: Staff meet monthly to coordinate progress on initiatives. An ad hoc will meet, as needed, to coordinate the Communications Plan.
 - a. *Second Thursday at 11:00 am; as needed Communications Ad-Hocs- TBD*
- 2) Recreation Coalition Meetings ("Coalition"): Staff will convene quarterly recreation coalition meetings, coordinate stakeholder engagement, facilitate meetings, record and disseminate notes, track agreements and assignments. Quarterly email newsletters will be sent to members.
 - a. *3rd Thursday at 3 pm in February, May, August, and November (or quarterly)*
- 3) Western Nevada County Recreation & Park District Meetings: Staff will convene and support quarterly meetings and provide administrative support, connect to resources, and help build capacity and operations.
 - a. *Meetings dates TBD – They will be held bi-annually at the minimum.*
- 4) South Yuba River Public Safety Cohort ("Cohort"): Staff will convene and support monthly meetings with the multi-agency working group of federal, state, and community stakeholders to coordinate public safety and law enforcement in the South Yuba River corridor; Staff will update the 2025 Charter with BOS Champions.
 - a. *Monthly on the Second Tuesday from 1:30-3pm from February to November*
- 5) Pines to Mines Alliance ("Alliance"): Staff will convene and support the Tahoe National Forest project's meetings with the multi-agency, and non-profit partners to coordinate the funding, communication, and building of the Pines to Mines Trail.
 - a. *Quarterly on the 4th Thursday of the month from 10:30 am to 12 pm.*
- 6) Bear River Recreation Collective ("Collective"): Staff will convene and support meetings with the multi-agency working group of private and public community stakeholders to coordinate the funding, creation and execution of a recreation and access master plan in the Bear River corridor; Staff will create the 2025 Charter with BOS Champions.
 - a. *TBD upon launch*

Approved by (Project Sponsor): _____ Date: _____

Approved by CFO: _____ Date: _____

Approved by CEO: _____ Date: _____