



# Agenda

## Board of Directors SPECIAL Meeting

November 5th, 2025

Special Meeting 6:00 PM

15010 Armstrong Woods Rd, Guerneville, CA

The public can attend in person at 15010 Armstrong Woods Rd, Guerneville, CA

### **A) CALL TO ORDER \_\_\_\_\_ 6:00 PM**

- 1) Announce Board members and Staff present

**B) PUBLIC COMMENT** - INPUT FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA  
–Members of the public who wish to address the Board of Directors during the meeting are asked to email their questions or statements in advance of the meeting by Tuesday at 5 pm to [admin@rrrpd.org](mailto:admin@rrrpd.org) or leave a message at 707.869.9184. Please be advised that statements or questions received electronically will be read aloud during the meeting. In addition, public comments can be made during the meeting. Comments and/or written statements will be limited to two minutes each.

### **C) MAINTENANCE CREW LEADER MEET AND GREET \_\_\_\_\_ 6:10 PM**

Public Comment

### **D) MANAGER REPORT \_\_\_\_\_ 6:15 PM**

Public Comment

### **E) FINANCIAL REPORT \_\_\_\_\_ 6:45 PM**

- 1) Discussion/Action - Approval of Operations Claims Requests to County of Sonoma Treasury  
Public Comment

### **F) NEW POLICIES \_\_\_\_\_ 7:00 PM**

- 1) Discussion/Action - Final 25/26 Budget Prop 4  
Public Comment
- 2) Discussion/Action - River Access Ordinance  
Public Comment
- 3) Discussion/Action - Purchasing & Procurement  
Public Comment
- 4) Discussion/Action - Volunteer Policy  
Public Comment
- 5) Discussion/Action - Sign Policy  
Public Comment

**ADJOURNED 8:00 PM**

To: **County of Sonoma Claims Section**  
[ACTTC-Claims@sonoma-county.org](mailto:ACTTC-Claims@sonoma-county.org)

**District Claims Payment  
Request Form**

**FY 25-26**

From: **Russian River Recreation and Park District**

Date: **11/05/2025**

Payment Method:  (check only one)

Payment Transmitted by  **ACTTC**



**Check Pick-up  
by District**

**Wire (wire request  
form also required)**

The claims which are to be paid by the following payments are in conformity with California Government Code, section 900, et seq., and have been audited and approved by us. You are hereby authorized and directed to issue payments as follows:

Bus Unit	Supplier Name	Supplier ID	Dept ID	Fund	Account	Subsidiary Code	Amount	Invoice Number/Description
SC002	California Special Districts Association	3409	67040100	72301	52091		\$ 2,520.00	Membership 3485 Jan-Dec 2026
SC002	Lynx Employer Resources LLC	32919	67040100	72301	52168		\$ 227.50	Inv 3299
SC002	US BANK- ACH- RR REC PKS-1918	2165-8	67040100	72301	52168		\$ 478.88	October Cal Card + 8/22 \$2.00. Late Fee
SC002	DogiPOT Pet Products	6882	67040100	72301	51077		\$ 530.44	Inv 2000743
SC002			67040100	72301				
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SC002			67040100	72301				
SC002			67040100	72301				
<b>Total this Page</b>							<b>\$ 3,756.82</b>	

Approved By:			
Signature		Title <b>Director</b>	Printed Name <b>Marsee Henon</b>
Signature		Title <b>Director</b>	Printed Name <b>Herman Hernandez</b>
Signature		Title <b>Director</b>	Printed Name <b>Megan Perkins</b>
Signature		Title <b>Director</b>	Printed Name <b>Chad Eral</b>
Signature		Title <b>Director</b>	Printed Name <b>Carl Nicolari</b>
Signature		Title <b>Manager</b>	Printed Name <b>Amanda Benton</b>
Signature		Title <b>Bookkeeper</b>	Printed Name <b>Cassie Wiedmann</b>



**California Special  
Districts Association**  
*Districts Stronger Together*

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Phone: 877.924.2732 Fax: 916.520.2470  
www.csda.net

**2026 CSDA MEMBERSHIP RENEWAL**

To:  
  
Russian River Recreation and Park District  
P.O. Box 195  
Guerneville, CA 95446

Membership ID: 3485  
  
Issue Date: October 1, 2025  
  
Due Date: December 31, 2025

<b>RM-Regular Member Annual Membership Dues Jan - Dec 2026</b> (Includes membership for all agency staff and elected/appointed officials as designated by agency)	<b>\$2,520.00</b>
Annual Membership for National Special Districts Association	Included with CSDA membership
<b>Optional Add-Ons</b>	
\$25 2026 Required State & Federal Labor Law Poster	\$
\$225 CSDA Sample Policy Handbook (Already subscribed? Contact membership@csda.net for renewal)	\$
Donate to the Special District Leadership Foundation (SDLF). Learn more at www.sdlf.org  <i>Note: A donation from a special district or public agency must comply with any policy related to charitable donations adopted by the agency or be approved by the governing body of the agency.</i>	\$
Total:	\$
<b>Credit Card Payment</b>	
Name on Account:	Account Number:
Expiration Date:	Auth Signature:

**Payment options:**

- A. By mail: Make check payable to CSDA and mail to 1112 I Street, Suite 200, Sacramento, CA 95814
- B. By fax: Complete this form with credit information and fax it to 916.520.2470
- C. By phone: Call 877.924.2732 to pay with a credit card
- D. Online: Log into www.csda.net > go to your Profile > Manage My Agency > Pay Dues
- E. By ACH: contact membership@csda.net for more information

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at www.csda.net

***Thank you for being a CSDA Member!***

# INVOICE

**Lynx Employer Resources LLC**  
3562 Round Barn Cir Ste 216  
Santa Rosa, CA 95403

info@lynx-er.com  
+1 (707) 324-3422  
www.lynx-er.com



**Bill to**  
Russian River Recreation and Parks  
P.O. Box 195  
Guerneville, CA 95446

**Ship to**  
Russian River Recreation and Parks  
P.O. Box 195  
Guerneville, CA 95446

## Invoice details

Invoice no.: 3299  
Terms: Net 15  
Invoice date: 10/15/2025  
Due date: 10/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>HR by the hour</b>	HR Services (Non Profit rate) - 10/02/2025 - HR By The HOUR / Marci Graham: Prepare Exit documents. Send all documents to Marsee & Amanda. Review Amanda's email regarding change of relationship form, respond to emails.	1.3	\$175.00	\$227.50

**Total** **\$227.50**

## Ways to pay



## Note to customer

Consulting Services

[View and pay](#)

**DP Pet Products, LLC**  
**dba ProPet Distributors**  
**5340 Young Pine Rd, Suite 8**  
**Orlando, FL 32829**  
**407-240-0953**  
**sales@propetdistributors.com**



DATE	INVOICE #
9/12/2025	2000743

Salesperson:

**Bill To:**

Russian River Recreation & Park District  
 Attn: John Condon  
 P.O. Box 195  
 Guerneville, CA 95446

**Ship To:**

Russian River Recreation & Park District  
 Attn: Amanda Benton  
 14900 Armstrong Woods Road  
 Guerneville, CA 95446

TRACKING NO
474611090255

P.O. NUMBER	TERMS	DUE DATE	REP	SHIP	VIA	F.O.B.
091125CB	Net 30	10/12/2025	HSE	9/12/2025	FED EX	Orlando,FL

QUANTITY	ITEM CODE	DESCRIPTION	RATE	AMOUNT
1	1402-30	DOGIPOT SMART Litter Pick Up Bags, 200 Opaque Green, 8" x 13" bags per boxed roll - 30 Roll Case	265.74	265.74
1	1002-2	Aluminum DOGIPOT Junior Bag Dispenser, with two (2) rolls DOGIPOT SMART Litter Pick Up Bags installed, two (2) keys and post-mounting hardware	144.20	144.20
<p><i>To Pay Your Invoice By Credit Card</i>  <a href="#">CLICK HERE</a></p>				

TERMS: A late charge of 1.5% per month will be added on all overdue accounts. Fed TID# 87-3648516



Net Invoice:	409.94
Freight:	75.60
Sales Tax:	44.90
<b>Invoice Total:</b>	<b>530.44</b>
Less Deposit:	0.00
Less Payment:	0.00
<b>Invoice Balance:</b>	<b>530.44</b>

**Thank You for Your Business!**

Monthly Cal-Card Report Log

Voucher No: UT Journal No:

Report

Period Cardholder Name Date Processed:

Item No	Item Description	Fund	Dept	Account	TCA	Work Order Proj No.	Invoice Date	Amount	Vendor Name	Receipt / Invoice No.
1	August Late Fee		67040100	72301				2.00		
2	AT&T		67040100	72301				53.50		
3	Google		67040100	72301				12.98		
4	Google		67040100	72301				290.40		
5	Starlink		67040100	72301				120.00		
6			67040100	72301						
7			67040100	72301						
8			67040100	72301						
9			67040100	72301						
10			67040100	72301						
11			67040100	72301						
12			67040100	72301						

## RIVER ACCESS

### BOARD STAFF REPORT

**Meeting Date:** 8/20/2025

**Agenda Item:** \_\_\_\_\_ — Introduce and Adopt Ordinance No. 2025-01 Establishing Rules to Keep Public River-Access Easements and Boat-Launch Corridors Clear of Parking, Stopping, and Other Obstructions; Authorizing Towing and Enforcement by the Sonoma County Sheriff

**From:** District Manager

**Submitted by:** Chad Eral, Board Member

**Contact:** chad.eral@rrrpd.org]

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## Recommendation

Staff recommends the Board:

1. **Adopt Ordinance No. 2025-01** under Public Resources Code (PRC) §5786.17 prohibiting parking, stopping, standing, sitting, or placing personal property within designated **River Access Corridors** (public river-access easements and boat-launch lanes) except while actively launching or retrieving a vessel or during an emergency.
2. **Authorize towing of vehicles** blocking these corridors pursuant to **California Vehicle Code (CVC) §22651(n)**, contingent on posting required tow-away signage.
3. **Authorize the District Manager** to execute and annually renew a **Trespass/Trespass Action Request (“Letter of Agency”)** with the Sonoma County Sheriff for each site, and to transmit maps, the adopted ordinance, and signage photos to Sheriff’s Dispatch and the Guerneville Substation.
4. **Direct staff to fabricate and install signage** at each corridor (entrances and ramps) prior to the ordinance effective date.
5. **Find the action exempt from CEQA** per Guidelines §15061(b)(3) (common-sense exemption) and authorize filing of a Notice of Exemption.
6. **Appropriate up to \$4590.00** from \_\_\_\_\_ for signage, posts, and installation.

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# Background

The District maintains several **public river-access easements and gravel boat launches** along the Russian River. During peak season, these corridors are routinely blocked by parked vehicles or set-ups (blankets, umbrellas, chairs, coolers), preventing the public from reaching the river and impeding emergency access. Deputies have requested a clearly posted **district ordinance** and a **Letter of Agency** so they can cite and, where necessary, tow vehicles without waiting for a District representative to respond on scene.

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## Discussion / Analysis

**Legal authority.** PRC §5786.17 authorizes park and recreation districts to adopt ordinances regulating use of district facilities and to make violations misdemeanors (or, at the officer's discretion, infractions). **CVC §22651(n)** allows towing vehicles that park in violation of a posted ordinance. A Sheriff "Letter of Agency" enables deputies to act after hours or when staff is not present.

### What the ordinance does.

- Defines **River Access Corridors** (public access easements and launch lanes designated by Board resolution and posted on-site and on the District's website).
- Prohibits **parking, stopping, standing, sitting, or placing personal property** within the marked corridor, except while actively launching/retrieving a vessel or during an emergency.
- Authorizes **towing** under CVC §22651(n) when tow-away signs are posted.
- Sets **penalties**: misdemeanor by default; may be cited as an infraction with fines **not exceeding \$100 (first), \$200 (second within one year), \$500 (subsequent within one year)**.
- Authorizes **enforcement** by the Sonoma County Sheriff and designated District personnel.

**Signage (required for towing and effective enforcement).** Staff will install durable, reflective aluminum signs at entrances and along each corridor, e.g.:

## **RIVER ACCESS EASEMENT — KEEP CLEAR**

No parking, stopping, sitting, placing gear, or leaving boats/watercraft unattended in the corridor.

**Tow-Away** — CVC §22651(n)

District Ord. 2025-\_\_ (PRC §5786.17)

### **Implementation plan.**

- **Week 0:** Board adoption at a properly noticed regular meeting.
- **Within 15 days:** Post ordinance on District website and at affected facilities; circulate to Sheriff and DA.
- **Before effective date (30 days after adoption):** Install all signs; file Letters of Agency; provide corridor maps to Sheriff dispatch and the Guerneville Substation; brief rangers/crew.

### **On-scene enforcement examples.**

- **Vehicle blocking corridor:** cite Ord. 2025-01 and **tow** under CVC §22651(n) (signs present).
- **Chairs/umbrellas/blankets blocking lane:** cite Ord. 2025-01; if refusal to comply after notice, deputies may also use Penal Code §602(o) (refusal to leave).
- **Unattended boat/vessel blocking corridor or at waterline:** cite Ord. 2025-01; order immediate removal; if refusal to comply after notice, deputies may also use Penal Code §602(o). District or Sheriff may relocate the vessel to clear passage.

### **Alternatives.**

- Rely on general trespass or obstruction statutes without a District ordinance (less clear for deputies; towing authority uncertain without posted ordinance).
- Install physical barriers (contrary to corridor purpose and river-user access; operationally burdensome).

**Equity & access.** Keeping corridors clear ensures **equal public access**, ADA accommodation space near ramps, and reliable **emergency ingress/egress** for fire/rescue.

# Fiscal Impact

Estimated one-time costs per site (typical):

- Sign panels (entrance + corridor repeats): \$400.00
- Posts/anchors/hardware: \$600.00
- Labor (in-house installation): \$400.00
- Contingency (10%): \$130.00

**Total per site:** \$1530.00

**Budget:** Appropriate up to \$4590.00 from \_\_\_\_\_ sufficient for 3 access points.

Ongoing costs are minimal (replacement signs as needed). Citation revenue is unpredictable and **not** assumed in the budget.

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# Environmental Review (CEQA)

The ordinance constitutes administrative regulations with no possibility of causing a significant effect on the environment. The action is **exempt** under CEQA Guidelines **§15061(b)(3)**. Staff will file a Notice of Exemption with the Sonoma County Clerk.

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# Public Notice / Outreach

- Post draft ordinance on the District website prior to the meeting.
  - Notify neighborhood associations and river-user groups.
  - Coordinate with Sonoma County Sheriff (Guerneville Substation) regarding enforcement start date.
-

# Attachments

**Attachment A:** Draft Ordinance No. 2025-01 (River Access Corridors — Keep Clear)

**Attachment B:** Exhibit 1 — Corridor Maps by Site (Johnson’s Beach, Monte Rio, etc.)

**Attachment C:** Signage Designs and Placement Plan

**Attachment D:** Sonoma County Sheriff Trespass/Trespass Action Request (Letter of Agency) Template

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## Attachment A — Draft Ordinance No. 2025-01

### **AN ORDINANCE OF THE RUSSIAN RIVER RECREATION & PARK DISTRICT KEEPING PUBLIC RIVER-ACCESS EASEMENTS AND BOAT-LAUNCH CORRIDORS CLEAR OF PARKING, STOPPING, AND OTHER OBSTRUCTIONS; AUTHORIZING TOWING AND ENFORCEMENT**

#### **Section 1. Title and Purpose.**

This ordinance shall be known as the **River Access Corridor Keep-Clear Ordinance**. The purpose is to ensure safe, equitable public access to the Russian River and to maintain clear emergency access by prohibiting obstructions in designated public river-access easements and boat-launch lanes.

#### **Section 2. Authority.**

This ordinance is adopted pursuant to **Public Resources Code §5786.17** and other applicable law.

#### **Section 3. Definitions.**

(a) **River Access Corridor** means any public river-access easement, boat-launch lane, apron, or gravel access lane designated by resolution of the Board and identified by on-site signage and maps maintained by the District.

(b) **Obstruct** means to park, stop, stand, sit, lie, or place any object or personal property—including but not limited to tents, umbrellas, blankets, chairs, coolers, tables, or other gear—in a manner that blocks, narrows, or impedes passage within a River Access Corridor.

(c) **Actively launching or retrieving** means the time reasonably necessary to move a vessel between a transport vehicle and the water and immediately depart the corridor.

#### **Section 4. Prohibited Conduct.**

No person shall obstruct any River Access Corridor at any time, except while actively launching or retrieving a vessel, during an emergency, or as expressly authorized by a District permit or by emergency personnel.

**Section 4.1. Unattended Boats and Watercraft.**

Leaving any boat, vessel, or watercraft unattended in any River Access Corridor or within the launch area is prohibited.

**Section 5. Vehicles; Towing Authority.**

A vehicle in violation of this ordinance may be removed and impounded pursuant to **California Vehicle Code §22651(n)** when tow-away signs are posted giving notice that parking in violation of District ordinance is prohibited and will result in removal at the owner's expense.

**Section 5.1. Vessels; Relocation to Clear Passage.**

An unattended boat, vessel, or other watercraft obstructing a River Access Corridor or launch area may be relocated by the District or the Sonoma County Sheriff to the nearest location that does not impede access; owners are responsible for reasonable costs of relocation and storage. Nothing in this section limits enforcement under the Harbors & Navigation Code, including Section 131.

**Section 6. Penalties.**

- (a) Violation of this ordinance is a **misdemeanor**, punishable as provided by law.
- (b) In the citing officer's discretion, a violation may be charged as an **infraction**, punishable by a fine **not exceeding \$100 for a first violation, \$200 for a second violation within one year, and \$500 for each additional violation within one year**. Court assessments and fees may be added as provided by law.

**Section 7. Enforcement.**

This ordinance may be enforced by the **Sonoma County Sheriff's Office** and by District personnel designated by the District Manager. The Board authorizes the District Manager to execute and annually renew a Sheriff **Letter of Agency** for each River Access Corridor.

**Section 8. Posting and Maps.**

The District shall post signs at each River Access Corridor indicating the keep-clear rule, the ordinance number, and tow-away notice, and shall maintain corridor maps available on-site and on the District's website.

**Section 9. Severability.**

If any provision of this ordinance is held invalid, such invalidity shall not affect other provisions that can be given effect without the invalid provision.

**Section 10. Effective Date.**

This ordinance shall take effect **30 days after adoption**. The Secretary shall certify to its adoption and post or publish a summary together with the names of those Board Members voting for and against the ordinance.

**PASSED AND ADOPTED** by the Board of Directors of the Russian River Recreation & Park District this 20th day of August, 2025, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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President, Board of Directors

ATTEST:

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Clerk of the Board

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## Attachment C — Signage (sample text)

- **Primary Entrance Sign (24"×30")**  
RIVER ACCESS EASEMENT — KEEP CLEAR  
No parking, stopping, sitting, placing gear, or leaving boats/watercraft unattended in the corridor.  
**TOW-AWAY** CVC §22651(n)  
RRRPD Ord. 2025-\_\_ (PRC §5786.17)
- **Corridor Repeater (12"×18")**  
KEEP CORRIDOR CLEAR — TOW-AWAY ZONE  
RRRPD Ord. 2025-\_\_

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## Suggested Board Motion

"I move that the Board adopt Ordinance No. 2025-01 establishing River Access Corridor keep-clear rules under PRC §5786.17; authorize towing under CVC §22651(n); find the action exempt from CEQA per Guidelines §15061(b)(3); authorize the District Manager to execute and renew Letters of Agency with the Sonoma County Sheriff; direct staff to install required signage; and appropriate up to \$4590.00 from \_\_\_\_\_ for implementation."

# Purchasing & Procurement Policy – Summary Version

## 1. Purpose

To establish clear, transparent, and legally compliant procedures for purchasing goods, services, and public works to ensure responsible use of public funds.

## 2. Guiding Principles

All purchasing shall:

- Follow applicable laws and public contract code
- Promote open and fair competition
- Avoid conflicts of interest or favoritism
- Maintain full transparency and accurate records
- Encourage sustainable and local purchasing when feasible
- Use staff time efficiently by leveraging remote purchasing and delivery options when practical

## 3. Roles & Responsibilities

- **Board of Directors:** Approves all purchases, contracts, and change orders over \$5,000; ratifies emergency expenditures; declares high-value surplus
- **District Manager:** Acts as Purchasing Agent; approves purchases under \$5,000; enforces policy; disposes of surplus under \$1,000
- **Staff:** Obtain quotes, submit requests, confirm deliveries
- **Clerk/Finance:** Confirm budget, process payments, retain records for 5 years

## 4. Ethics & Conflict of Interest

- No gifts or personal gain from vendors

- No participation in decisions involving personal financial interest
- No splitting purchases to avoid thresholds

## 5. Purchasing Methods

### Goods & Non-Professional Services

Cost	Method	Approval
≤ \$4,999	Direct purchase	Manager
≥ \$5,000	3 written quotes	Board

### Professional Services

Cost	Method	Approval
≤ \$4,999	Direct selection	Manager
≥ \$5,000	3 written quotes or RFP	Board

### Public Works

Cost	Method	Approval
≤ \$4,999	Informal or force account	Manager
≥ \$5,000	Formal or informal bid with quotes	Board

## 6. Special Situations

- **Emergency Purchases:** Manager may authorize up to \$4,999; Board must be notified in writing within 24 hours and ratify at next meeting
- **Sole Source:** Requires written justification and Board approval ≥ \$5,000
- **Cooperative Contracts:** Allowed with documentation of original bid process
- **Grant-Funded:** Must follow stricter of grantor or District requirements

## 7. Local & Sustainable Preferences

- A **20% price preference** may be applied to vendors physically located within the District boundaries when their total bid or quoted price is within 20% of the lowest responsible quote. **This preference shall not exceed a maximum of \$200 per purchase.**
- Purchases under \$100 should be made locally within district with a preference for locally owned businesses
- Preference should be given to products that are recycled, energy-efficient, or environmentally sustainable when cost is comparable

## 8. Purchase Orders & Payments

- All purchases  $\geq$  \$5,000 require Board approval and a written agreement or PO
- Payment requires confirmation of receipt
- Invoices must reference purchase details including PO#; standard terms are Net 30

## 9. Surplus Property

- **Board of Directors** shall declare items surplus.
- For items valued \$100 or less, District Manager can sell, donate or otherwise dispose of
- Items valued at **\$1,000 or less** may be sold at private sale without advertising, following a Board authorization by a 4/5 vote.
- Items valued above **\$1,000** must be sold publicly (via auction, sealed bid, or advertised sale) following Board authorization.

## 10. Remote Purchasing & Staff Efficiency

- To reduce staff time spent on errands, employees should use **online vendors, delivery services, and local suppliers that offer delivery** when feasible
- In-person purchases should be limited to urgent needs or when more cost-effective
- Staff must maintain proper documentation and confirm delivery of all items

## 11. Records & Review

- All procurement records will be retained for at least 5 years

- Policy will be reviewed and updated at least every two years or as needed

# Russian River Recreation & Park District – Volunteer Policy Framework

## 1. Purpose

The District welcomes community volunteers to assist with projects and programs that enhance parks, facilities, and recreation opportunities. This policy establishes guidelines to ensure volunteer activities are safe, effective, and consistent with District goals.

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## 2. Status of Volunteers

- Volunteers serve at the discretion of the District and are not employees.
  - By Board resolution, volunteers are deemed “employees” for the limited purpose of workers’ compensation coverage under California Labor Code §3363.5.
  - Volunteers do not receive wages or other compensation.
- 

## 3. Eligible Activities

Volunteers may assist with **low-risk tasks**, including but not limited to:

- Litter pickup and recycling
  - Painting, weeding, planting, and landscaping
  - Trail maintenance using hand tools
  - Clerical assistance, filing, or data entry
  - Staffing events, distributing flyers, and public outreach
  -
-

## 4. Prohibited Activities

To reduce risk, volunteers shall **not** perform:

- Operation of heavy machinery or motorized equipment (tractors, mowers, chainsaws, etc.)
  - Structural construction or dam/dock work
  - Electrical, plumbing, or other skilled trade work
  - Work involving hazardous materials or unsafe conditions
  - Tasks requiring specialized training or certifications unless pre-approved by the District
- 

## 5. Requirements

- **Registration:** Volunteers must complete a Volunteer Application and sign a Liability Waiver/Release before beginning work.
  - **Training:** The District will provide safety orientation and task-specific instruction.
  - **Supervision:** A District employee or designated lead must be present when volunteers are working.
  - **Age Restrictions:** Volunteers under 18 must have written parental consent and may only perform age-appropriate tasks.
- 

## 6. Safety & Liability

- All volunteers must follow District safety rules and immediately report injuries or unsafe conditions.
- The District provides workers' compensation coverage for authorized volunteers.
- Volunteers are not authorized to represent the District in contracts, purchasing, or policy decisions.

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## 7. Termination of Service

The District reserves the right to decline or end a volunteer assignment at any time, with or without cause.

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## 8. Acknowledgement

All volunteers must sign an acknowledgment that they have received and understood this policy.

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✓ This framework could be adopted as a **standalone board policy** or developed into a **volunteer handbook** with forms (application, waiver, safety checklist).

Would you like me to also **draft sample forms** (Volunteer Application + Waiver/Release) so you'd have a complete ready-to-use packet?

**You said:**

Can you verify that the board can legally make a resolution that The volunteers are deemed employees strictly for workman's comp and they would therefore be eligible for it if they were injured on the job?

**ChatGPT said:**

Yes — in California, your Board **can legally do this**, and many public agencies already do so.

Here's the legal basis:

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### California Labor Code § 3363.5

- This section states that **a person who performs voluntary service for a public agency, and who is authorized by the agency's governing body (e.g., your Board), may be deemed an employee for workers' compensation purposes.**
- The key requirement is a **formal Board resolution or ordinance** declaring volunteers to be employees for the limited purpose of workers' comp coverage.
- Once adopted, volunteers are covered under the District's workers' comp insurance if they are injured while performing authorized duties.

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## What this means for your District

1. **Authority:** Your Board has the authority to adopt such a resolution.
2. **Effect:** Volunteers do *not* become employees for wages, benefits, or civil service — only for workers' comp.
3. **Requirement:** The resolution must clearly state that volunteers are deemed employees **only for the purpose of workers' compensation benefits.**
4. **Insurance:** You should notify your workers' comp carrier or JPA (joint powers authority / risk pool) once the resolution is adopted so they have the coverage documented.

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## Example Resolution Language (simplified)

*“The Board of Directors of the Russian River Recreation and Park District hereby declares that individuals who perform voluntary service for the District, when duly authorized by the District, shall be deemed employees of the District for the sole purpose of workers' compensation benefits in accordance with California Labor Code Section 3363.5.”*

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So yes — **this is the standard and lawful way** for special districts in California to protect themselves and volunteers.

## KEEP CLEAR ordinance example

can you find documentation from other special districts that have been able to adopt an ordinance establishing River Access Corridor keep-clear rules under PRC §5786.17; authorize towing under CVC §22651(n)

ChatGPT said:

Thought for 3m 19s

Absolutely—here are solid, citable examples that show other California special districts (and closely-related park/open-space agencies) using **PRC §5786.17** for park rules and pairing them with **CVC §22651(n)** tow authority (or the same tow mechanics) to keep access lanes clear:

### Examples you can hand to counsel / the Sheriff

1. **Hayward Area Recreation & Park District (HARD)** – Board-adopted Park Ordinance  
HARD’s ordinance explicitly cites **PRC §5786.17** as the penalty authority for district rules (misdemeanor or infraction). This is a clean model showing a recreation & park district using 5786.17 for enforceable park regulations and fines. [Hayward Rec & Park District](#)
2. **Pleasant Valley Recreation & Park District (PVRPD)** – Ordinance No. 8 (Use of Parks)
  - **Authority & enforcement:** ordinance states rangers enforce district rules “consistent with **Public Resources Code §5786.17.**” [Pleasant Valley Parks](#)
  - **Vehicle removal:** Section 202 lists when vehicles “are subject to **removal** from District property” (e.g., blocking access, parked after closing, parked in restricted zones). While it doesn’t name 22651(n) in the text, it sets the local prohibition and removal framework that deputies rely on when tow-away signage is posted. [Pleasant Valley Parks+1](#)
3. **Cambria Community Services District (Title 7 – Parks, Recreation & Open Space)** – Municode  
Cambria CSD’s code provides for **tow-away zones** and removal of vehicles where parking is prohibited by local regulation—this is the **CVC §22651(n)** pattern (local authority + posted tow-away notice → tow). It’s a special district example that squarely references tow-away removal under district rules. [Municode Library](#)
4. **Santa Barbara County – Isla Vista area (with IV Recreation & Park District support)**  
In the Isla Vista parking program (coastal access/parks interface), the County ordinance expressly authorizes towing “**pursuant to CVC §22651(n)**” where local prohibitions are posted; the Isla Vista Recreation & Park District filed a supportive letter as a partner. Useful as a coastal/public-access precedent for tow authority tied to posted restrictions.

## [Coastal Commission Documents](#)

### 5. **Mountains Recreation & Conservation Authority (MRCA) – Park Ordinance (Tow-Away Zones)**

MRCA's park ordinance allows the Executive Officer to post "**Tow Away Zone**" signage where parking restrictions need tow-backed enforcement. It's not a 5786.17 district, but it's a California park/open-space agency using the same **post, prohibit, tow** approach your ordinance contemplates. [MRCA](#)

## **Key legal building blocks these examples illustrate**

- **District rulemaking & penalties: PRC §5786.17** lets a recreation & park district adopt use rules by ordinance and make violations misdemeanors or cite as infractions with fines—exactly what you need for a "**River Access Corridor – Keep Clear**" rule and a fine schedule. (See HARD and PVRPD.) [Hayward Rec & Park District Pleasant Valley Parks](#)
- **Towing for posted local prohibitions: CVC §22651(n)** authorizes removal when a vehicle is parked where **local authorities, by ordinance or resolution, have prohibited parking and have authorized removal**—so your ordinance + a Board resolution designating **Tow-Away** corridors + posted signs → deputies can tow. (See the statute text itself.) [FindLaw Codes](#)

## **Practical takeaways for your ordinance packet**

- In the **Authority** and **Penalties** sections, mirror HARD/PVRPD language citing **PRC §5786.17**. [Hayward Rec & Park District Pleasant Valley Parks](#)
- In the **Vehicles/Towing** section, mirror the **PVRPD removal list** structure (blocking access, after-hours, restricted zone, etc.), and add an explicit clause: "Vehicles may be removed and impounded pursuant to **CVC §22651(n)** when 'Tow-Away' signs are posted." [Pleasant Valley Parks+1 FindLaw Codes](#)
- Post **Tow-Away** signage at every corridor entrance and at the launch lane, just like MRCA's approach. [MRCA](#)
- Have the Board adopt a **resolution** designating each **River Access Corridor** as **No Stopping/No Standing—Tow-Away**, and attach a map. (This is how Cambria CSD and the Isla Vista program operationalize 22651(n): local prohibition + posted tow-away.) [Municode Library Coastal Commission Documents](#)

If you want, I can pull two or three more district ordinances that are closest to **boat-launch/river** contexts, but the above are already solid, defensible models showing **(1)** 5786.17 authority for your rules/fines and **(2)** 22651(n) towing once tow-away is posted.

**You said:**

please pull two or three more district ordinances that are closest to boat-launch/river contexts

**ChatGPT said:**

Thought for 2m 31s

Here are three solid, boat-launch/harbor–context special-district ordinances you can cite as models for “keep-clear” rules plus towing under the Vehicle Code:

1. **Tahoe City Public Utility District – Ordinance No. 307 (Lake Forest Boat Ramp)**
  - Limits mooring at the dock to **10 minutes**; prohibits leaving **vehicles, watercraft, or trailers unattended**.
  - Authorizes **impound/tow** “in accordance with California Vehicle Code § **22651**” with costs to the owner. [Tahoe City Public Utility District](#)
2. **San Mateo County Harbor District – Ordinance Code Ch. 3.35 (Motor Vehicles & Parking)**
  - **Tow authority** for vehicles left on wharves/piers in violation and for **over-time / improperly parked** vehicles in harbor parking lots—**owner pays tow & storage**.
  - Requires trailers to be parked only in designated areas; prohibits unattended trailers. [SM Harbor](#)
3. **Santa Cruz Port District – Ordinances (Aug. 2018)**
  - Section 204/214 prohibit **obstructing access** to landings, piers, floats; Section 409 bans parking that **obstructs roads/gates/public access**.
  - Sections **405–406** require **launch-ramp parking/use permits**; Article IV cites **CVC § 21113** as authority for district parking rules. [Santa Cruz Harbor](#)

## How these help you

- They show **district-level, site-specific rules** for launch areas (timeouts, no unattended boats/gear, designated parking only) and pair them with **tow authority under the Vehicle Code**—exactly the structure you’re aiming for (you’d cite **PRC § 5786.17** for

your RPD's ordinance power, and **CVC § 22651(n)** for towing once tow-away signs are posted). [Justia+1](#)