*** NOTE: TO RETURN TO THIS PAGE, CLICK ON THE COUNTY SEAL ***

CLICK HERE FOR THE CEO's REPORT DATED FEBRUARY 27, 2008

CLICK HERE FOR PARKS AND RECREATION's REPORT DATED MARCH 3, 2008

CLICK HERE FOR PARKS AND RECREATION's REPORT DATED APRIL 3, 2008

CLICK HERE FOR PARKS AND RECREATION's REPORT DATED JUNE 11, 2008

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County of Los Angeles
CHIEF EXECUTIVE OFFICE
713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 27, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

INDIAN FALLS AND INDIAN SPRINGS ESTATES TRAIL ACTION PLAN AND TIMELINE

On February 12, 2008 your Board directed the Chief Executive Office and County Counsel to coordinate with the Departments of Regional Planning, Public Works and Parks and Recreation to: 1) Report back to the Board within 15 days with a detailed action plan and timeline for completion of the partially complete and incomplete trail conditions of the Indian Falls and Indian Springs developments; and 2) Provide a monthly status report regarding the unmet Indian Falls and Indian Springs conditions with the first report due on March 4, 2008.

The Indian Falls and Indian Springs Estates Trail is comprised of five segments (see Attachment A). Based on the Action Plan and timeline (Attachment B), completion of the Indian Falls and Indian Springs Trail Segments 1 through 4 is anticipated by March 31, 2009 assuming the easement relocations for Segments 1 and 2 are accepted by the Indian Falls and Indian Springs Homeowners Associations (HOA) and the Las Virgenes Water District. Relocations are not required for Segments 3 and 4, and the County owns the existing easement. For these four segments, trail construction will be necessary for the relocated Segments 1 and 2; Segments 3 and 4 require signage and maintenance only.

The Indian Falls HOA is responsible for the construction of Trail Segment 5 and will provide the Department of Parks and Recreation with a feasibility assessment, cost estimate, and proposed project timeline by May 30, 2008. In the event that the easement relocations are not accepted by the HOAs, the County will assume responsibility for the affected trail segments with an estimated construction completion date of February 1, 2010.

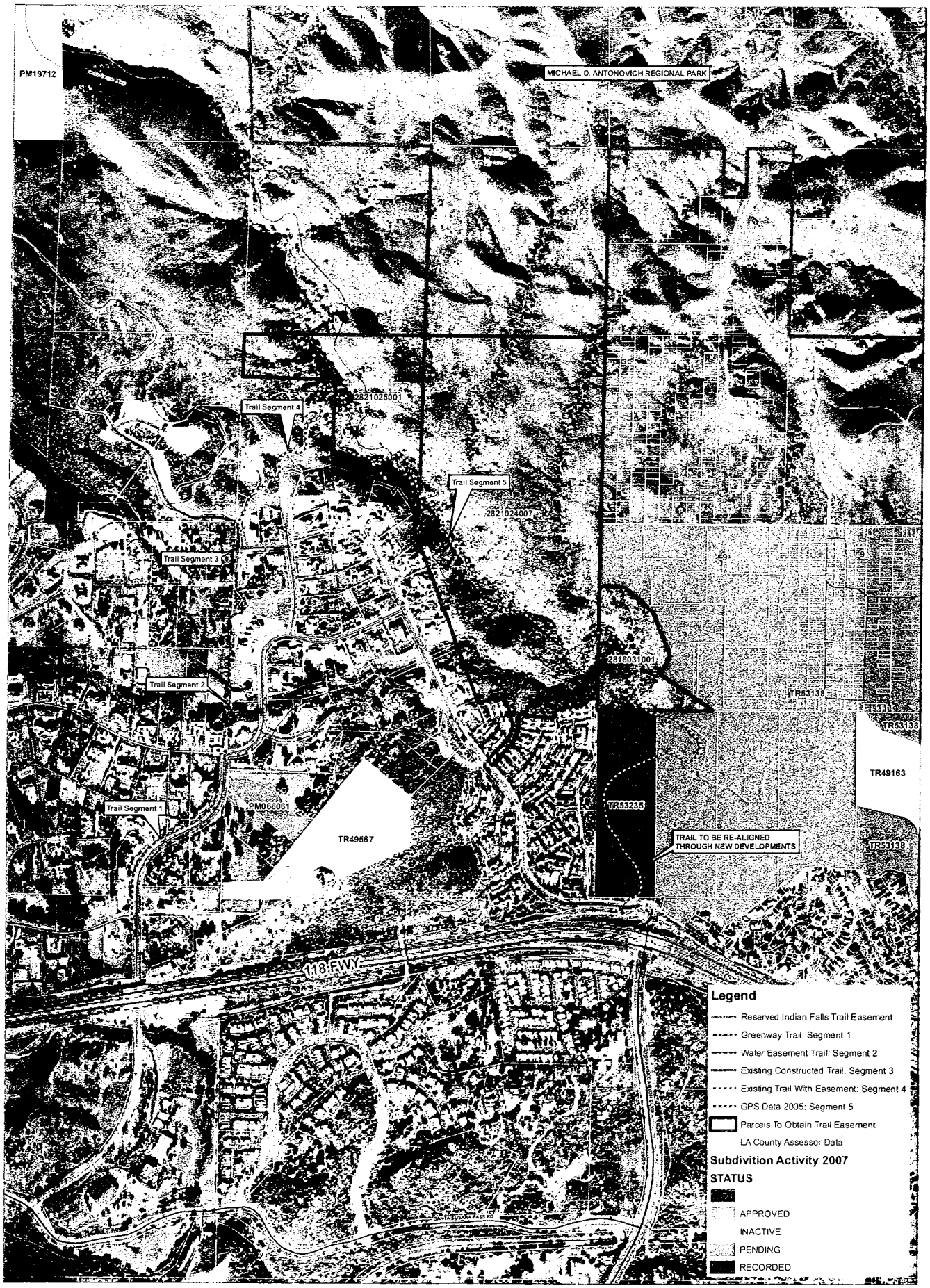
The first monthly status report will be submitted to your Board from the Department of Parks and Recreation by March 4, 2008. If you have any questions, please contact Larry Hensley at the Department of Parks and Recreation at (213) 351-5098.

WTF:LS
DSP:JT:ib

Attachments (2)

c: Executive Officer, Board of Supervisors
County Counsel
Director, Parks and Recreation
Director, Planning
Director, Public Works

ATTACHMENT A



INDIAN FALLS / SPRINGS ESTATES: TRAIL PLANNING

Map Prepared By: JB
Los Angeles County Parks and Recreation
2-21-08

Roads and Hwys: Thomas Brothers Data, All Rights Reserved
Parcels: Los Angeles County Assessor Office
Aerial: LARIAC Regional Planning 2006
Subdivision Data: Regional Planning 2007

ATTACHMENT B

INDIAN SPRINGS AND INDIAN FALLS ESTATES TRAIL ACTION PLAN

Trail Segment	Task	Responsible Parties	Estimated Timeline
1	• DPR to write a letter to the Indian Springs HOA to negotiate a new easement on which to create a paved Decomposed Granite (DG) path. The letter will indicate that a stable DG path in this segment of the trail would be safer and more effective, but to create this, the County would need permission to establish a new easement.	Parks & Rec (DPR)	• DPR prepared draft letter and submitted to County Counsel 2/20/08; Draft letter to be finalized and sent no later than 2/28/08.
	• HOA will be given 30 days to respond. • *In the event HOA does not respond or agree to request, please see * Alternative below on page 4.*	HOA DPR	• Response to County letter to be provided from HOA by 3/28/08.
	If Indian Springs HOA approves new easement, the County will vacate the existing trail easement and relocate the trail:		
	• DPR and CEO/CP to establish cap project. Board letter would be required to approve the project.	DPR & CEO/CP	• 3/3/08 to 5/1/08 (9 weeks)
	• DPR will stake the centerline of the new alignment in cooperation with the Indian Springs HOA.	DPR	• 3/31/08 to 4/10/08 (2 weeks)
	• DPR will request cost estimate from DPW/ Mapping & Property Mgmt (M&PM) to prepare legal description for relocated trail easement.	DPR	• 3/3/08 to 3/27/08 (4 weeks)
	• DPR will authorize DPW/M&PM to survey and prepare legal description for relocated trail easement.	DPR	• 3/31/08 to 11/14/08 (7.5 months)
	• DPR will authorize DPW/M&PM to process the trail vacation and re-alignment.	DPR & DPW	• 3/31/08 to 12/31/08 (9 months)
	• DPW/M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	• 1/6/09 Board letter approved

ATTACHMENT B

Trail Segment	Task	Responsible Parties	Estimated Timeline
	• DPR trail crew to begin construction of trail on new easement: 1. Removal of existing sod and soil 2. Form for curb edging 3. Pour Concrete curbing and allow to cure 4. Place and compact DG trail 5. Install signage • **Segment 1 of trail complete**	DPR	• 1/6/09 to 1/15/09 • 1/19/09 to 1/29/09 • 2/2/09 to 2/26/09 • 3/2/09 to 3/12/09 • 3/16/09 to 3/27/09 • **3/31/09**
2	• County needs to acquire an easement overlaying the existing Las Virgenes Water Company (LVWD) easement. The easement for this segment of the trail would be located adjacent to the rear yards of those homes facing La Quilla Drive in Indian Falls Estates. • DPR has obtained, in concept (via e-mail), approval from LVWD for a realignment of the trail easement from La Quilla to a segment over the LVWD easement. • DPR will prepare a letter to be sent informing the Indian Falls HOA of the County's intent to relocate the trail easement and solicit their support to realign the trail from the paved street portion along La Quilla Drive to the existing LVWD easement. • CEO/RED will prepare a letter to be sent to each of the five affected property owners requesting their approval to vacate and realign the trial easement. If all property owners do not agree, the easement will be within the paved portion of the street. • *In the event HOA does not respond or agree to request, please see * Alternative below on page 4.*	DPR & CEO/RED DPR DPR CEO/RED	• DPR sent e-mail request to (LVWD) 2/6/08; response from (LVWD) via e-mail 2/14/08. • Draft letter sent to County Counsel for review on 2/22/08; response from County Counsel due by 2/27/08. Letter to HOA by 3/3/08. • CEO/RED to prepare letter to property owners and send out by 3/17/08 requesting a response within in 30 days by 4/17/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline
	If easements are approved, the County would vacate its current easement and acquire an easement overlaying the LVWD easement. The LVWD easement has a legal description and survey, which would be used for the County's overlay easement. • DPR will authorize DPW/M&PM to process the trail vacation and re-alignment. • The Board letter will be written by CEO/RED with assistance of DPR and DPW. • Trail improvements on new easement by DPR trails crew: 1. Install new culverts as required in two locations 2. Minor grading for safety 3. Install signage • **Segment 2 of Trail Complete**	CEO/RED, DPR and DPW	• 4/21/08 to 1/21/09 (9 months) to be handled by DPW • 1/27/09 Board letter approved • 2/2/09 to 2/23/09 (3 weeks) • 2/23/09 to 3/9/09 (2 weeks) • 3/9/09 to 3/16/09 (1 week) • **3/16/09**
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **3/31/09**
4	Similar to Segment 3. County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **3/31/09**
5	DPR to write a letter to the Indian Falls HOA to negotiate a new easement on which the HOA will create the trail. In exchange for use of that easement, the County will give up its current easement. This new easement would be less invasive then the existing trail. The HOA would be given 30 days to respond approving the new easement alignment.	DPR HOA	• DPR completed draft letter to Indian Falls HOA on 2/25/08; County Counsel review to be completed by 2/28/08; send letter to HOA by 2/28/08. • Response to County letter to be provided from HOA by 3/28/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline
	If easement is approved, the Indian Falls HOA would need to construct the trail. The County can provide assistance if necessary. DPR will give the HOA the name of the engineering consultant that the County has worked with to do similar trails. *In the event HOA does not respond or agree to request, please see * Alternative below on page 4.*	DPR HOA	• DPR will provide engineer consultant contact and GPS data in the 2/28/08 letter to Indian Falls HOA. • HOA and engineer required to provide DPR with a feasibility assessment, cost estimate, and proposed project timeline by 5/30/08.

*** Alternative**

Trail Segment	Task	Responsible Parties	Estimated Timeline
1, 2, and/or 5	*In the event none of the actions above prove to be amenable to the HOAs and/or the property owners, DPR would retain a design consultant OR request the services of DPW to prepare the necessary construction documents and specifications. The County would then construct a DG trail within the curbed roadway as previously discussed with all parties.* *Due to size and scope of project an Adopt, Advertise and Award Board letter may be recommended and thereby reducing total construction time and complexity by two months.*	DPR & CEO/CP DPW	County Project (Administrative Actions): • Establish C.P., ensure funds in place, obtain Board approval of project (2 months) 4/21/08 to 6/24/08. • Transfer of project management role to DPW (2 weeks) by 7/8/08. Design Process: • Select/retain design consultant/design kickoff (1 month) by 8/8/08. • Site analysis, surveying and mapping (2 weeks) by 8/22/08. • Schematic plans and specifications (1 month) by 9/22/08. • Review plans (1 week) by 9/29/08. • 50% construction docs and specs. (45 days) by 11/14/08. • Review plans (1 week) 11/21/08. • 75% construction docs and specs. (30 days) by 12/22/08. • Review plans (1 week) by 12/29/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline
			• 100% construction docs and specs. (2 weeks) by 1/12/09. • Review final plans (2 days) by 1/14/09. • Obtain jurisdictional approval and permits (2 weeks) by 1/28/09. Advertise Project: • Advertise Board letter (6 weeks) by 3/17/09. • Advertise project (1 month) 3/17/09 to 4/17/09. Bid and Award: • Bid process and bid opening (2 weeks) through 5/1/09. • Award Board letter (6 weeks) on 6/16/09. • Award construction contract (2 weeks) by 6/30/09. • Contract review by County Counsel and in place (1 week) by 7/6/09. • Notify HOAs and property owners of the award (2 weeks) by 7/20/09. Construction: • Mobilize contractor (2 months) by 9/21/09. • Demolition (1 week) by 9/28/09. • Survey for construction and stake (2 weeks) by 10/12/09. • Construction (90 days) completed by 1/11/10. • Final inspection and corrections (2 weeks) by 1/25/10. • Final walk-thru (1 week) 2/1/10.

COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

March 3, 2008

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES ACTION PLAN AND TIMELINE**

Attached are the monthly Action Plan and Timeline status reports for February 2008 as instructed by your Board on February 12, 2008. This action required that the first monthly status Report, (Attachment B) be submitted to your Board from the Department of Parks and Recreation, regarding the unmet Indian Falls and Indian Springs trail conditions.

A monthly coordinating meeting has been established with the Chief Executive Office, County Counsel, Regional Planning, Public Works, and Parks and Recreation to ensure all issues are addressed in the subject report.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM

Attachments (2)

c: Bill T Fujioka, Chief Executive Officer
Executive Office, Board of Supervisors
Christina Salseda, County Counsel
Dean Efstathiou, Acting Director, Public Works
Bruce McClendon, Director, Regional Planning

ATTACHMENT B

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

MARCH 4, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	
1	• DPR to write a letter to the Indian Springs HOA to negotiate a new easement on which to create a paved Decomposed Granite (DG) path. The letter will indicate that a stable DG path in this segment of the trail would be safer and more effective, but to create this, the County would need permission to establish a new easement.	Parks & Rec (DPR)	• DPR prepared draft letter and submitted to County Counsel 2/20/08; Draft letter to be finalized and sent no later than 2/28/08.	•
	• HOA will be given 30 days to respond. • *In the event HOA does not respond or agree to request, please see * Alternative below on page 4.*	HOA DPR	• Response to County letter to be provided from HOA by 3/28/08.	
	If Indian Springs HOA approves new easement, the County will vacate the existing trail easement and relocate the trail:			
	• DPR and CEO/CP to establish cap project. Board letter would be required to approve the project.	DPR & CEO/CP	• 3/3/08 to 5/1/08 (9 weeks)	•
	• DPR will stake the centerline of the new alignment in cooperation with the Indian Springs HOA.	DPR	• 3/31/08 to 4/10/08 (2 weeks)	
	• DPR will request cost estimate from DPW/ Mapping & Property Mgmt (M&PM) to prepare legal description for relocated trail easement.	DPR	• 3/3/08 to 3/27/08 (4 weeks)	
	• DPR will authorize DPW/M&PM to survey and prepare legal description for relocated trail easement.	DPR	• 3/31/08 to 11/14/08 (7.5 months)	
	• DPR will authorize DPW/M&PM to process the trail vacation and re-alignment.	DPR & DPW	• 3/31/08 to 12/31/08 (9 months)	
	• DPW/M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail	DPW	• 1/6/09 Board letter approved	

ATTACHMENT B

Trail Segment	Task	Responsible Parties	Estimated Timeline	
	easement. • DPR trail crew to begin construction of trail on new easement: 1. Removal of existing sod and soil 2. Form for curb edging 3. Pour Concrete curbing and allow to cure 4. Place and compact DG trail 5. Install signage • **Segment 1 of trail complete**	DPR	• 1/6/09 to 1/15/09 • 1/19/09 to 1/29/09 • 2/2/09 to 2/26/09 • 3/2/09 to 3/12/09 • 3/16/09 to 3/27/09 • **3/31/09**	
2	• County needs to acquire an easement overlaying the existing Las Virgenes Water Company (LVWD) easement. The easement for this segment of the trail would be located adjacent to the rear yards of those homes facing La Quilla Drive in Indian Falls Estates. • DPR has obtained, in concept (via e-mail), approval from LVWD for a realignment of the trail easement from La Quilla to a segment over the LVWD easement. • DPR will prepare a letter to be sent informing the Indian Falls HOA of the County's intent to relocate the trail easement and solicit their support to realign the trail from the paved street portion along La Quilla Drive to the existing LVWD easement. • DPW will prepare a letter to be sent to each of the five affected property owners requesting their approval to vacate and realign the trial easement. If all property owners do not agree, the easement will be within the paved portion of the street. • *In the event HOA does not respond or agree to request, please see * Alternative below on page 4.*	DPR & DPW DPR DPR DPW	• DPR sent e-mail request to (LVWD) 2/6/08; response from (LVWD) via e-mail 2/14/08. • Draft letter sent to County Counsel for review on 2/22/08; response from County Counsel due by 2/27/08. Letter to HOA by 3/3/08. • DPW to prepare letter to property owners and send out by 3/17/08 requesting a response within in 30 days by 4/17/08.	• •

ATTACHMENT B

Trail Segment	Task	Responsible Parties	Estimated Timeline	
	If easements are approved, the County would vacate its current easement and acquire an easement overlaying the LVWD easement. The LVWD easement has a legal description and survey, which would be used for the County's overlay easement. • DPR will authorize DPW/M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW with assistance of DPR and CEO-RED. • Trail improvements on new easement by DPR trails crew: 1. Install new culverts as required in two locations 2. Minor grading for safety 3. Install signage • **Segment 2 of Trail Complete**	CEO/RED, DPR and DPW	• 4/21/08 to 1/21/09 (9 months) to be handled by DPW • 1/27/09 Board letter approved • 2/2/09 to 2/23/09 (3 weeks) • 2/23/09 to 3/9/09 (2 weeks) • 3/9/09 to 3/16/09 (1 week) • **3/16/09**	
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **3/31/09**	
4	Similar to Segment 3. County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **3/31/09**	
5	DPR to write a letter to the Indian Falls HOA to negotiate a new easement on which the HOA will create the trail. In exchange for use of that easement, the County will give up its current easement. This new easement would be less invasive then the existing trail. The HOA would be given 30 days to respond approving the new easement alignment.	DPR HOA	• DPR completed draft letter to Indian Falls HOA on 2/25/08; County Counsel review to be completed by 2/28/08; send letter to HOA by 2/28/08. • Response to County letter to be provided from HOA by 3/28/08.	•

Trail Segment	Task	Responsible Parties	Estimated Timeline	
	If easement is approved, the Indian Falls HOA would need to construct the trail. The County can provide assistance if necessary. DPR will give the HOA the name of the engineering consultant that the County has worked with to do similar trails. *In the event HOA does not respond or agree to request, please see * Alternative below on page 4.*	DPR HOA	• DPR will provide engineer consultant contact and GPS data in the 2/28/08 letter to Indian Falls HOA. • HOA and engineer required to provide DPR with a feasibility assessment, cost estimate, and proposed project timeline by 5/30/08.	

*** Alternative**

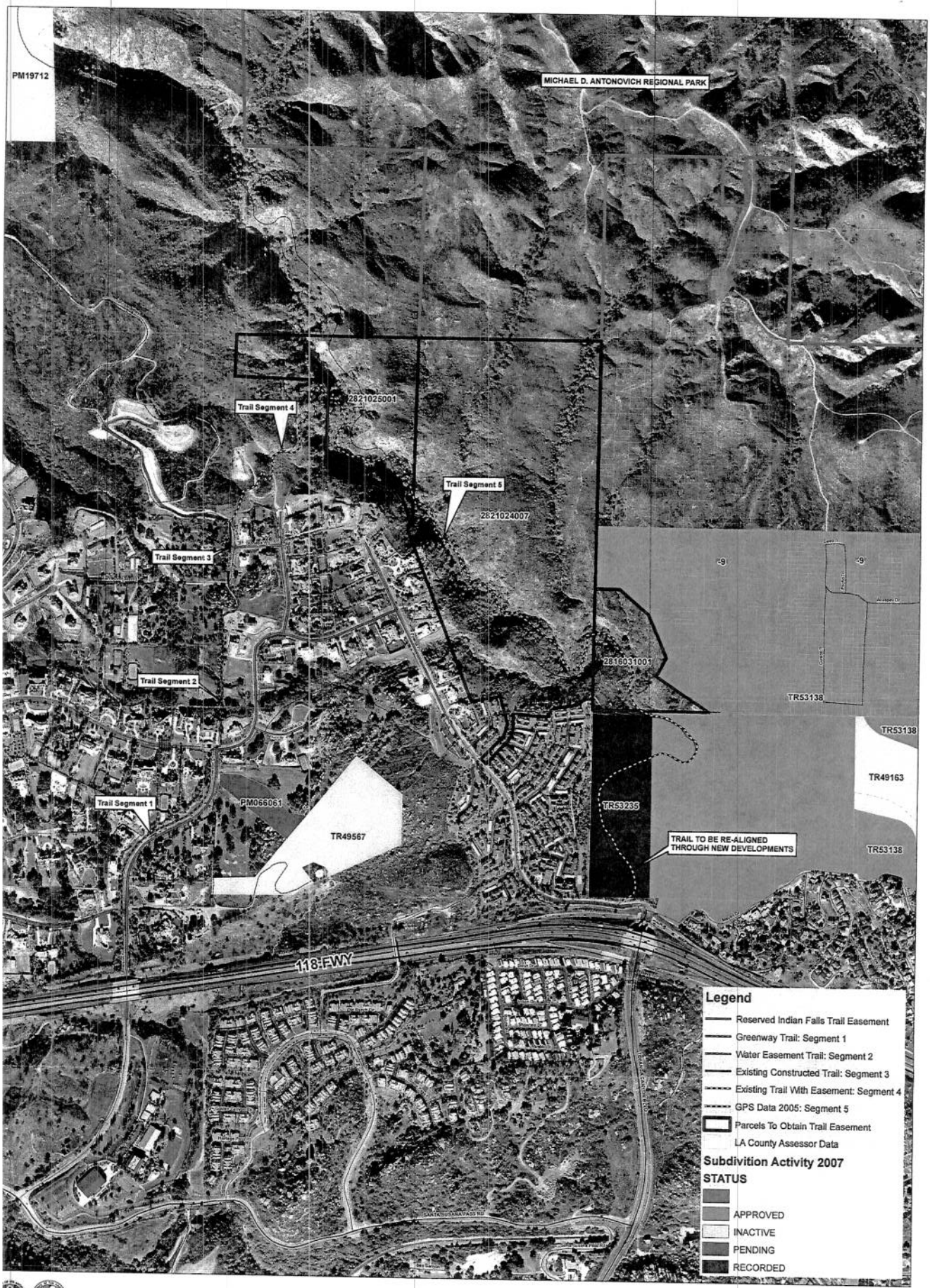
Trail Segment	Task	Responsible Parties	Estimated Timeline	
1, 2, and/or 5	*In the event none of the actions above prove to be amenable to the HOA's and/or the property owners, DPR would retain a design consultant OR request the services of DPW to prepare the necessary construction documents and specifications. The County would then construct a DG trail within the curbed roadway as previously discussed with all parties.* *Due to size and scope of project an Adopt, Advertise and Award Board letter may be recommended and thereby reducing total construction time and complexity by two months.*	DPR & CEO/CP DPW	County Project (Administrative Actions): • Establish C.P., ensure funds in place, obtain Board approval of project (2 months) 4/21/08 to 6/24/08. • Transfer of project management role to DPW (2 weeks) by 7/8/08. Design Process: • Select/retain design consultant/design kickoff (1 month) by 8/8/08. • Site analysis, surveying and mapping (2 weeks) by 8/22/08. • Schematic plans and specifications (1 month) by 9/22/08. • Review plans (1 week) by 9/29/08. • 50% construction docs and specs. (45 days) by 11/14/08. • Review plans (1 week) 11/21/08. • 75% construction docs and specs.	

Trail Segment	Task	Responsible Parties	Estimated Timeline
			(30 days) by 12/22/08. • Review plans (1 week) by 12/29/08. • 100% construction docs and specs. (2 weeks) by 1/12/09. • Review final plans (2 days) by 1/14/09. • Obtain jurisdictional approval and permits (2 weeks) by 1/28/09. Advertise Project: • Advertise Board letter (6 weeks) by 3/17/09. • Advertise project (1 month) 3/17/09 to 4/17/09. Bid and Award: • Bid process and bid opening (2 weeks) through 5/1/09. • Award Board letter (6 weeks) on 6/16/09. • Award construction contract (2 weeks) by 6/30/09. • Contract review by County Counsel and in place (1 week) by 7/6/09. • Notify HOA's and property owners of the award (2 weeks) by 7/20/09. Construction: • Mobilize contractor (2 months) by 9/21/09. • Demolition (1 week) by 9/28/09. • Survey for construction and stake (2 weeks) by 10/12/09. • Construction (90 days) completed by 1/11/10. • Final inspection and corrections (2 weeks) by 1/25/10. • Final walk-thru (1 week) 2/1/10.

ATTACHMENT B

General Notes

	General Notes	Resp. Party	Comments	
1.	A standard meeting time for a monthly joint conference call has been established. This conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator of the conference call and meeting Agenda.	Representatives from the following departments: CEO, DPW, Regional Planning, County Counsel and DPR		First tel
2.	For ease of communications between County and HOA's, the County departments involved have agreed to provide correspondence to DPR for formal distribution to HOA's.	CEO, DPW, Regional Planning, County Counsel and DPR		Agreed 3/3/08
3.	All departments concurred that a "*Vacation Process with Conditions*", would be the most efficient method to address matters regarding potential need to vacate trail easements when/where necessary.	CEO, DPW, Regional Planning, County Counsel and DPR		
4.	DPR will adjust schedule to reflect CEQA requirements. To be included in April 2008 Monthly Report to BOS.	DPR		
5.	Copies of Map prepared by DPR "INDIAN FALLS/INDIAN SPRINGS: TRAIL PLANNING" dated 2-21-2008, showing trail "Segments"/routing and trails conditions (Tract Map 42353, May 28,1982), distributed to each Department via e-mail by 3/4/2008	DPR		



INDIAN FALLS / SPRINGS ESTATES: TRAIL PLANNING

N

Prepared By: J.B.
Angeles County Parks and Recreation
1-08

ds and Hwys: Thomas Brothers Data, All Rights Reserved
cels: Los Angeles County Assessor Office
al: LARIAC Regional Planning 2006
divition Data: Regional Planning 2007

COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

April 3, 2008

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES SECOND STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office and County Counsel to coordinate with the Departments of Regional Planning, Public Works and Parks and Recreation to provide a monthly status report regarding the unmet Indian Falls and Indian Springs conditions. Attached is the second monthly Action Plan and Timeline Status Report (Attachment A).

A monthly coordinating meeting was held on March 24, 2008 with the Chief Executive Office, County Counsel, Regional Planning, Public Works, and Parks and Recreation (DPR) to ensure all issues would be addressed in the subject report. Major updates include the following:

- Fidelity Management Services, Inc. represents both, Indian Springs and Indian Falls Home Owner Associations (HOA) and DPR will coordinate all future contact with the Management Company.

- Indian Springs Estates HOA met on March 27, 2008, and agreed to contact DPR to discuss the proposals for realignment of Segment 1 during the week of March 31, 2008. If DPR does not hear from the HOA by end of business on April 3, 2008, it will issue a letter to the HOA notifying them that the County is proceeding with establishing trail Segment 1 within the road as depicted in the attached Alternative.

- A response was due from the Indian Falls HOA on March 28, 2008 regarding Segment 5. The Management Company, representing Indian Falls HOA, requested a meeting with DPR on April 24, 2008 which has resulted in a need to modify the timeline provided in the first Status Report (see attached Status Report).

- Review of the tract map, conditional use permit, and development management permit conditions for Segment 5 of the trail indicate that there is no legal requirement for the Indian Falls HOA to construct the trail. However, the Indian Falls HOA will remain the responsible party for providing the County with the replacement easement along this Segment.

The Fifth Supervisorial District has been apprised and concurs with amending the timeline. If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning, at (213) 351-5098.

RG:LH:FM:tls/g:indianfalls memo_2_aa

Attachment (1)

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Acting Director, Public Works
Director, Regional Planning

ATTACHMENT A

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

APRIL 3, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1	• DPR to write a letter to the Indian Springs HOA to negotiate a new easement to create a paved Decomposed Granite (DG) path. The letter will indicate that a stable DG path in this segment of the trail would be safer and more effective, but to create this, the County would need permission to establish a new easement.	Parks & Rec (DPR)	• DPR prepared draft letter and submitted to County Counsel 2/20/08; Draft letter to be finalized and sent no later than 2/28/08.	• Letter to D. Smith, representative of Management Company for Indian Springs HOA, from L. Hensley of DPR, regarding trail easements along Iverson Rd. mailed via certified mail on 2/28/08.
	• HOA will be given 30 days to respond.	HOA & DPR	• Response to County letter to be provided from HOA by 3/28/08.	• DPR contacted Indian Springs HOA Management Company on 3/26/08 to discuss the status of the County's request identified above. During the board meeting for the HOA, Richard Mertz was assigned to contact L. Hensley of DPR, during the week of 3/31/08 in response to DPRS letter of 2/28/08). The HOA intends to support Mr. Mertz's decision) regarding treatment of Segment 1. If DPR does not hear from, Mr. Mertz by 4/3/08, DPR will send a letter to D. Smith, on 4/7/08 informing the HOA that the County will proceed with the Alternative as outlined below.
	• *In the event HOA does not respond or agree to request, please see * Alternative below on page 7.*			

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	If Indian Springs HOA approves new easement, the County will vacate the existing trail easement and relocate the trail:			
	• DPR and CEO/CP to establish cap project.	DPR & CEO/CP	• Complete	• Capital Project #77489.
	• DPR will stake the centerline of the new alignment in cooperation with the Indian Springs HOA.	DPR	• 4/7/08 to 4/21/08 (2 weeks)	
	• DPR will request cost estimate from DPW/ Mapping & Property Mgmt (M&PM) to prepare legal description for relocated trail easement.	DPR	• Complete	• Cost estimates for various trail segments were requested from DPW/M&PM on 3/4/08 and were delivered on 3/27/08.
	• DPR will authorize DPW/M&PM to survey and prepare legal description for relocated trail easement.	DPR	• 4/7/08 to 11/20/08 (7.5 months)	
	• DPR will authorize DPW/M&PM to process the trail vacation and realignment.	DPR & DPW	• 4/7/08 to 1/709 (9 months)	
	• DPW/M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	• 1/20/09 Board letter approved	

ATTACHMENT A

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• DPW to record new easement with County Recorder	DPW	• 1/20/09 to 2/3/09	
	• DPR trail crew to begin construction of trail on new easement: 1. Removal of existing sod and soil 2. Form for curb edging 3. Pour Concrete curbing and allow to cure 4. Place and compact DG trail 5. Install signage	DPR	• 2/3/09 to 2/13/09 • 2/13/09 to 2/27/09 • 2/27/09 to 3/23/09 • 3/23/09 to 4/3/09 • 4/30/09 to 4/13/09	
	• **Segment 1 of trail complete**		• **4/20/09**	
2	County needs to acquire an easement overlaying the existing Las Virgenes Water Company (LVWD) easement. The easement for this segment of the trail would be located adjacent to the rear yards of those homes facing La Quilla Drive in the Indian Falls Estates.	DPR & DPW		
	• DPR has obtained, in concept (via e-mail), approval from LVWD for a realignment of the trail easement from La Quilla to a segment over the LVWD easement.	DPR	• DPR sent e-mail request to (LVWD) 2/6/08; response from (LVWD) via e-mail was received on 2/14/08.	• Completed.

ATTACHMENT A

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• DPR will prepare a letter to be sent informing the Indian Falls HOA of the County's intent to relocate the trail easement and solicit their support to realign the trail from the paved street portion along La Quilla Drive to the existing LVWD easement.	DPR	• Draft letter sent to County Counsel for review on 2/22/08; response from County Counsel due by 2/27/08. Letter to HOA by 3/3/08.	• Letter to A. Guglielmi, President of Indian Falls HOA, from L. Hensley of DPR regarding the realignment of the easement along LVWD easement sent via certified mail on 2/28/08. • DPR contacted A. Guglielmi, President of Indian Falls HOA on 3/26/08, to discuss the County's letters addressing Segments 2 & 5.
	• DPW will prepare a letter to be sent to each of the five affected property owners requesting their approval to vacate and realign the trial easement. If all property owners do not agree, the easement will be within the paved portion of the street.	DPW	• DPW to prepare letter to property owners and send out by 4/28/08 requesting a response within 30 days by (5/28/08).	• DPR & DPW M&PM met on 3/4/08 and determined that letters to property owners would not be sent by 3/17/08 as indicated until the Indian Falls HOA determine whether or not Segment 5 will be relocated. If the trail alignment remains in the street for Segment 5, the easements in the street for Segment 2 would remain for those properties fronting on Macoda Lane...
	• DPW to provide cost estimate for preparation of vacation, legal description, title documents, and survey. • *In the event HOA does not respond or agree to request, please see * Alternative below on page 7.*	DPW	• Cost Estimate anticipated to be completed by 3/27/2008.	• Cost estimate was delivered by DPW/M&PM on 3/27/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	If easements are approved, the County would vacate its current easement and acquire an easement overlaying the LVWD easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement. • DPR will authorize DPW/M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW with assistance of DPR.	DPR and DPW	• 5/30/08 to 3/2/09 (9 months) to be handled by DPW • 3/17/09 Board letter approved	
	• Trail improvements on new easement by DPR trails crew: 1. Install new culverts as required in two locations 2. Minor grading for safety 3. Install signage **Segment 2 of Trail Complete**		• 3/23/09 to 4/9/09 (3 weeks) • 4/13/09 to 4/23/09 (2 weeks) • 4/27/09 to 4/30/09 (1 week) • **5/14/09**	
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed.	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2.	
	Segment 3 of Trail Complete		• **5/28/09**	

ATTACHMENT A

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. • **5/28/09**	
5	DPR to write a letter to the Indian Falls HOA to negotiate a replacement easement for the trail. In exchange for use of that easement, the County will give up its current easement. This new easement would be less invasive then the existing trail. The HOA would be given 30 days to respond approving the new easement alignment. DPR will provide a recommended engineering consultant contact and GPS data in the 2/28/08 letter to Indian Falls HOA.	DPR HOA	• DPR completed draft letter to Indian Falls HOA on 2/25/08; County Counsel review to be completed by 2/28/08; send letter to HOA by 2/28/08. • Response to County letter to be provided at regularly scheduled HOA board meeting on 4/24/08.	• Letter to A. Guglielmi, President of Indian Falls HOA, from L. Hensley of DPR regarding the easement exchange for Segment 5. Letter was sent via certified mail on 2/28/08. • DPR contacted Management Company for Indian Falls HOA on 3/26/08, to determine status and was informed to contact Management Company on all issues with the HOA (same management company for both HOA's). Initial response appears to be favorable but would like to discuss in more detail at next HOA board meeting on 4/24/08. Mr. Guglielmi is not available until that time because of the tax season. • In a meeting between DPR and DPW–M&PM on 3/4/08, it was determined that of the 3 parcels which the HOA needs to negotiate a trail easement over, currently one parcel identified as APN 2821-024-007, has a "BLANKET EASEMENT" which allows for Hiking and Equestrian

ATTACHMENT A

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				Trail use over 90% of the subject parcel, therefore requiring the HOA to negotiate easement across only APN 2821-025-0001 and 2816-031-001. HOA to be informed of above at regularly scheduled meeting on 4/24/08.
	HOA and engineer required to provide DPR with a feasibility assessment, cost estimate, and proposed project timeline.		• Assessment, cost estimate and timeline due to DPR by 6/30/08.	
	Upon recordation of replacement easement, the County will construct the trail.	DPR	• Trail construction will be complete within 90 days	
	*In the event HOA does not respond or agree to request, please see * Alternative below on page 7.*	HOA		

*** Alternative**

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1, 2, and/or 5	*In the event none of the actions above prove to be amenable to the HOA's and/or the property owners, DPR would retain a design consultant OR request the services of DPW to prepare the necessary construction documents and specifications. The County would then construct a DG trail within the curbed roadway as previously discussed with all parties.*	DPR & CEO/CP	County Project (Administrative Actions): • Ensure sufficient funds in place, obtain Board approval of project • Transfer of project management role to DPW (2 weeks) by 5/12/08.	Capital Project Number (C.P # 774889) was determined to have been established. Based on HOA meeting of 4/24/08

ATTACHMENT A

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	Due to size and scope of project an Adopt, Advertise and Award Board letter may be recommended and thereby reducing total construction time and complexity by two months.	DPW	Design Process: • Select/retain design consultant/design kickoff (1 month) by 6/12/08. • Site analysis, surveying and mapping (2 weeks) by 6/26/08. • Schematic plans and specifications (1 month) by 7/27/08. • Review plans (1 week) by 8/3/08. • 50% construction docs and specs. (45 days) by 9/17/08. • Review plans (1 week) 9/24/08. • 75% construction docs and specs. (30 days) by 10/23/08. • Review plans (1 week) by 10/30/08. • 100% construction docs and specs. (2 weeks) by 11/13/08.	Per David Howard(DPW) Project Management contact is Al Martins
			• Review final plans (2 days) by 11/16/08 • Obtain jurisdictional approval and permits (2 weeks) by 11/28/08. Advertise Project: • Advertise Board letter (6 weeks) by 1/9/09. • Advertise project (1 month) 1/9/09 to 2/9/09. Bid and Award: • Bid process and bid opening (2 weeks) through 2/23/09. • Award Board letter (6 weeks) on 4/9/09. • Award construction contract (2 weeks) by 4/23/09. • Contract review by County Counsel and in place (1 week) by 4/30/09. • Notify HOA's and property owners of the award (2 weeks) by 5/14/09.	

ATTACHMENT A

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			Construction: • Mobilize contractor (2 months) by 7/14/09. • Demolition (1 week) by 7/21/09. • Survey for construction and stake (2 weeks) by 8/4/09. • Construction (90 days) completed by 11/04/09. • Final inspection and corrections (2 weeks) by 11/18/09. Final walk-thru (1 week) 11/25/09.	

General Notes

	Task	Responsible Parties	Comments	Status Update
1.	A standard meeting time for a monthly joint conference call has been established. This conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator of the conference call and meeting Agenda.	CEO, DPW DRP, DPR & County Counsel	Second teleconference meeting held 3/24/08.	Standard process and meeting schedules have been approved by all departments.
2.	For ease of communications between County and HOA's, the County departments involved have agreed to provide correspondence to DPR for formal distribution to HOA's.	CEO, DPW DRP, DPR & County Counsel		Agreed to by all involved County Departments on 3/3/08
3.	All departments concurred that a "*Vacation Process with Conditions*", would be the most efficient method to address matters regarding potential need to vacate trail easements when/where necessary.	CEO, DPW DRP, DPR & County Counsel		
4.	DPR will adjust schedule to reflect CEQA requirements. To be included in May 2008 Monthly Report to BOS.	DPR		

COUNTY OF LOS ANGELES

DEPARTMENT OF PARKS AND RECREATION

"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

June 11, 2008

RECEIVED
2008 JUN 12 PM 3:04
CHIEF EXECUTIVE OFFICE

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES FOURTH STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office and County Counsel to coordinate with the Departments of Regional Planning, Public Works and Parks and Recreation to provide a monthly status report regarding the unmet Indian Falls and Indian Springs trail connections. Attached is the fourth monthly Action Plan and Timeline Status Report (Attachment A).

A monthly coordinating meeting was held on May 27, 2008, with the Chief Executive Office, County Counsel, Regional Planning, Public Works, and Parks and Recreation to ensure all issues would be addressed in the subject report.

Major updates include the following:

Indian Springs Estates Trail Connection

The Working Group of Los Angeles County Representatives (County Working Group) met with the Indian Springs Home Owners Association (HOA) representatives on May 15, 2008, regarding requirements for Iverson Road (Segment 1). The HOA agreed to an exchange of easements to place the trail within the landscaped turf area. A meeting has been scheduled for June 12, 2008, with Richard Mertz, HOA representative to walk the selected route, which will be recorded on a Global Positioning Satellite (GPS) unit in advance of Public Works surveying and preparing the legal description for the transferring of the easement.

Indian Falls Trail Connection

The Indian Falls HOA was informed in a letter from the Department of Parks and Recreation (DPR) on May 13, 2008 that the County would proceed with the Alternative for Segment 5. The letter also stated that the Department of Public Works would begin preliminary site inspections for the installation of the trail along Poema Place, La Quilla Drive, Macoda Lane, and Annepe Way. In response, the Indian Falls HOA entered into

an agreement with Sikand Engineering to survey and prepare the legal documents for the Segment 5 trail easements on parcels 2821-025-001 and 2816-031-001.

Further, DPR indicated that letters would be sent to those property owners along Segment 2 on La Quilla Drive, requesting the relocation of the easement rights from the street, in front of their properties, to the Las Virgenes Water company easement behind their properties. The Department was informed by the Indian Falls HOA that only one of the property owners received the subject letter and, therefore, resent the letters on June 4, 2008. A follow-up meeting to answer any questions by the homeowners has been set for June 11, 2008.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM:NB tls/g:indianfalls memo_6-11-08

Attachment (1)

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Acting Director, Public Works
Director, Regional Planning

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

June 4, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1	• DPR to write a letter to the Indian Springs HOA to negotiate a new easement to create a paved Decomposed Granite (DG) path. The letter will indicate that a stable DG path in this segment of the trail would be safer and more effective, but to create this, the County would need permission to establish a new easement.	Parks & Rec (DPR)	DPR prepared draft letter and submitted to County Counsel 2/20/08; Draft letter to be finalized and sent no later than 2/28/08.	• Completed. Letter to D. Smith, representative of Management Company for Indian Springs HOA, from L. Hensley of DPR, regarding trail easements along Iverson Rd. mailed via certified mail on 2/28/08.
	• HOA will be given 30 days to respond.	HOA & DPR	Response to County letter to be provided from HOA by 3/28/08. Extension to 4/30/08 to allow HOA to discuss at their board meeting.	• DPR contacted Indian Springs HOA Management Company on 3/26/08 to discuss the status of the County's request identified above. During the board meeting for the HOA, Richard Mertz was assigned to contact L. Hensley of DPR, during the week of 3/31/08 in response to DPRs letter of 2/28/08. The HOA intends to support Mr. Mertz's decision regarding treatment of Segment 1. If DPR does not hear from, Mr. Mertz by 4/3/08, DPR will send a letter to D. Smith, on 4/7/08 informing the HOA that the County will proceed with the Alternative as outlined below. In response, HOA hired legal counsel. • County Representatives met with the Indian Springs Home Owners Association (HOA) representatives including HOA's Legal Counsel, (A. DeGood) on 5/15/08, regarding requirements for Iverson Road

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				(Segment 1); a final recommendation by the HOA on the preferred alignment for trail Segment 1 was not presented; • DPR sent a letter on 5/29/08 to Indian Springs HOA referencing outcome of 5/15/08 meeting and indicating that DPW will be directed to begin the preliminary site inspections for the trail along Iverson Road (within the HOA street right-of way which extends beyond the existing curbs) • A. DeGood representing HOA, indicated via e-mail to L. Hensley (DPR), that an Indian Springs HOA meeting was scheduled for 5/29/08, to finalize discussions regarding trail Segment 1. • L Hensley (DPR) sent an e-mail inquiry to A. DeGood on 6/2/08, requesting the results of HOA Meeting (identified above), and work to identify "next action" based on results of subject meeting;
	*In the event HOA does not respond or agree to request, please see * "Alternative"-Starting on Page 11 ___.*			

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	If Indian Springs HOA approves new easement, the County will vacate the existing trail easement and relocate the trail:	DPR & CEO/CP		Via voice mail on 6/6/08, Mr. Mertz requested a meeting to locate the trail within the landscaped turf area on the west side of Iverson Road. During a phone conversation on 6/9/08 a meeting was set for 6/12/08 to walk the desired alignment.
	• DPR and CEO/CP to establish cap project.	DPR	Complete	• Capital Project #77489.
	• DPR to seek authority to access C.P. funding	DPR & CEO/CP	By 6/30/08	F. Moreno to work with DPR's Fiscal Administration to identify/initiate process to access C.P. funds (necessary for associated project costs and to initiate project management of subject trail project)
	• DPR will stake the centerline of the new alignment in cooperation with the Indian Springs HOA.	DPR	7/1/08 to 7/14/08: (2 weeks)	
	• DPR will request cost estimate from DPW/ Mapping & Property Mgmt (M&PM) to prepare legal description for relocated trail easement.	DPR	Complete	• Cost estimates for various trail segments were requested from DPW/M&PM on 3/4/08 and were delivered on 3/27/08.
	• DPR will authorize DPW/M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW	7/1/08 to 2/13/09: (7.5 months)	
	• DPR will authorize DPW/M&PM to process the trail vacation and realignment.	DPW	7/1/08 to 4/1/09: (9 months)	
	• DPW/M&PM to prepare necessary Board letter and associated documents, including the legal	DPW	Board letter approved 4/14/09	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	description, for the vacation of the existing trail easement and establishment of the relocated trail easement. • DPW to record new easement with County Recorder • DPR trail crew to begin construction of trail on new easement: 1. Removal of existing sod and soil 2. Form for curb edging 3. Pour Concrete curbing and allow to cure 4. Place and compact DG trail 5. Install signage 6. Punch-list, corrective work, final walk-through • **Segment 1 of trail complete**	DPR	4/14/09 to 4/28/09 4/28/09 to 5/12/09 5/12/09 to 5/26/09 5/26/09 to 6/26/09 6/26/09 to 7/10/09 7/10/09 to 7/24/09 7/24/09 to 8/7/09 Completion determined after sign-off (approval) by authorizing Department 8/7/09	
2	County needs to acquire an easement overlaying the existing Las Virgenes Water Company (LVWD) easement. The easement for this segment of the trail would be located adjacent to the rear yards of those homes facing La Quilla Drive in the Indian Falls Estates.	DPR & DPW		• Completed.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• DPR has obtained, in concept (via e-mail), approval from LVWD for a realignment of the trail easement from La Quilla to a segment over the LVWD easement.	DPR	• DPR sent e-mail request to (LVWD) 2/6/08; response via e-mail was received on 2/14/08.	Letter to A. Guglielmi, President of Indian Falls HOA, from L. Hensley of DPR regarding the realignment of the easement along LVWD easement sent via certified mail on 2/28/08. DPR contacted A. Guglielmi, President of Indian Falls HOA on 3/26/08, to discuss the County's letters addressing Segments 2 & 5.
	• DPR will prepare a letter to be sent informing the Indian Falls HOA of the County's intent to relocate the trail easement and solicit their support to realign the trail from the paved street portion along La Quilla Drive to the existing LVWD easement.	DPR	• Draft letter sent to County Counsel for review on 2/22/08; response from County Counsel due by 2/27/08. Letter to HOA by 3/3/08.	DPR & DPW M&PM met on 3/4/08 and determined that letters to property owners would not be sent by 3/17/08 as indicated until the Indian Falls HOA determine whether or not Segment 5 will be relocated. If the trail alignment remains in the street for Segment 5, the easements in the street for Segment 2 would remain for those properties fronting on Macoda Lane.
	• DPW will prepare a letter to be sent to each of the five affected property owners requesting their approval to vacate and realign the trial easement. If all property owners do not agree, the easement will be within the paved portion of the street.	DPW	• Letters sent on 5/13/08; response due 6/12/2008.	DPW letters were reviewed by DPR and County Counsel and are being finalized. Letters were sent to five (5) property owners on 5/13/08, pertaining to exchange of location of trail easements; If amenable, the property owner was to provide written response to DPR no later than 6/12/08; DPR Staff has learned (through follow-up with HOA President A. Guglielmi), that only one of the property owner(s) of five, may have received the subject letter *(property ownership information was obtained from the County Assessors information as public/information/record provided on the County Web Site)*.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			Information from HOA anticipated 6/2/08	DPR received updated property owner(s) information on 6/2/08, from HOA President A. Guglielmi via FAX transmittal;
			Letters re-issued on 6/4/08	Letters re-sent by DPR on 6/4/08 upon cross-verification of property owner information; letters will be sent via certified mail; this will ensure receipt of the subject letter by the affected property owner(s)
			Written response from property owners due by 7/7/08	If property owners (receiving letter) are amenable to County request for exchange of easements, they will have until 7/7/08 (30 days) to provide written agreement back to DPR; A signed (the bottom portion of the subject letter provides instructions to the receiver) easement exchange is required by all five (5) property owners by the date indicated above or the County will proceed with development of the trail within the current trail easement. A meeting with the property owners has been scheduled for 6/11/08 to discuss any questions they may have about the relocation of the Segment 2 trail easements.
	DPW to provide cost estimate for preparation of vacation, legal description, title documents, and survey. *In the event Property Owners do not respond or agree to request, please see * Alternative Starting on Page 11 _*	DPW	Cost Estimate anticipated to be completed by 3/27/2008.	Cost estimate for mapping and property activities was delivered by DPW/M&PM on 3/27/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	If easements are approved, the County would vacate its current easement and acquire an easement overlaying the LVWD easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement. • DPR will authorize DPW/M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW with assistance of DPR. • Trail improvements on new easement by DPR trails crew: 1. Install new culverts as required in two locations 2. Minor grading for safety 3. Install signage **Segment 2 of Trail Complete**	DPR and DPW	• 7/10/08 to 4/10/09 (9 months) to be handled by DPW • 5/5/09 Board Letter approved • 5/5/09 to 5/26/09 (3 weeks) • 5/26/09 to 6/9/09 (2 weeks) • 6/9/09 to 6/16/09 (1 week) • **6/16/09**	
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. • **6/30/09**	
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2.	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	constructed. **Segment 4 of Trail Complete**		• **6/30/09**	
5	DPR to write a letter to the Indian Falls HOA to negotiate a replacement easement for the trail. In exchange for use of that easement, the County will give up its current easement. This new easement would be less invasive then the existing trail. The HOA would be given 30 days to respond approving the new easement alignment. DPR will provide a recommended engineering consultant contact and GPS data in the 2/28/08 letter to Indian Falls HOA.	DPR HOA	• DPR completed draft letter to Indian Falls HOA on 2/25/08; County Counsel review to be completed by 2/28/08; send letter to HOA by 2/28/08.	• Letter to A. Guglielmi, President of Indian Falls HOA, from L. Hensley of DPR regarding the easement exchange for Segment 5. Letter was sent via certified mail on 2/28/08. • In a meeting between DPR and DPW–M&PM on 3/4/08, it was determined that of the 3 parcels which the HOA needs to negotiate a trail easement over, currently one parcel identified as APN 2821-024-007, has a "BLANKET EASEMENT" which allows for Hiking and Equestrian Trail use over 90% of the subject parcel, therefore requiring the HOA to negotiate easement across only APN 2821-025-0001 and 2816-031-001. HOA to be informed of above at regularly scheduled meeting on 4/24/08. • DPR contacted Management Company for Indian Falls HOA on 3/26/08, to determine status and was informed to contact Management Company on all issues with the HOA (same management company for both HOA's). Initial response appears to be favorable but would like to discuss in more detail at next HOA board meeting on 4/24/08. Mr. Guglielmi is not available until that time because of the tax season.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			• Response to County letter to be provided at regularly scheduled HOA board meeting on 4/24/08.	• At Indian Falls HOA meeting on 4/24/08: with DPR and HOA., the HOA President requested consideration of a new alternative which if feasible, would reroute the trail easement along the periphery of both HOA communities northwest towards the Ventura County line. The HOA President requested a 60-day extension to examine this alternative proposal. DPR representatives indicated this request would be subject to approval by other County Mgmt. • The HOA did not commit to an exchange of easements as presented by DPR. The County had granted ample time including an additional 30-day extension in a cooperative spirit, therefore the County will proceed with the Alternative Plan (Starting on Page 11) • A letter was sent on 5/13/08, to A. Guglielmi responding to the HOA's time extension request (see above), and informing the HOA that the County had determined to proceed with the Alternative (within paved roadway right-of-way) for Segment 5; • A. Guglielmi contacted L. Hensley (DPR) 5/20/08 (phone conversation) discussing/agreeing to the following: HOA's agreement with DPR's proposed trail alignment (as outlined in a 2/28/08 letter); DPR's intent to contact property owners affected by exchange of easement proposals; and, to discuss

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				particulars relative to securing engineering consultant (SIKAND Engineering) to perform the necessary work on behalf of the HOA,(for Segment 5) to the satisfaction of the County • A FAX letter was received by DPR from A. Guglielmi 5/27/08, documenting the above discussion and agreements..
	HOA and engineer required to provide DPR with a feasibility assessment, cost estimate, and proposed project timeline.	HOA	• Assessment, cost estimate and timeline due to DPR by 6/30/08	• HOA President A. Guglielmi has been advised by L. Hensley (DPR) that the County (DPR), needs written confirmation of date the HOA will provide the requested information (HOA retained engineering consultant SIKAND to supply feasibility assessment, cost estimate and timeline) to DPR; • Although not part of the agreement, SIKAND has verbally indicated this information could be provided by 6/30/08. • DPR drafted letter to be sent to Indian Falls HOA the week of 6/9/08 to verify agreement in writing.
	Upon recordation of replacement easement, the County will construct the trail.	DPR,	• Trail construction will be complete within 90 days	

- **Alternative**

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1, 2, and/or 5	*In the event none of the actions above prove to be amenable to the HOA's and/or the property owners, DPR would retain a design consultant OR request the services of DPW to prepare the necessary construction documents and specifications. The County would then construct a DG trail within the curbed roadway as previously discussed with all parties.* *Due to size and scope of project an Adopt, Advertise and Award Board letter may be recommended and thereby reducing total construction time and complexity by two months.*	DPR & CEO/CP	County Project (Administrative Actions): • Ensure sufficient funds in place, obtain Board approval of project	• Capital Project Number (C.P # 774889) was determined to have been established.
		DPW	• Cost estimate 7/8/08 to 8/8/08	DPR reviewed conceptually with DPW 5/1/08- estimated timeline 1 month 7/8/08 to 8/8/08
		DPW	• Transfer of P.M. role to DPW (2 wks) by 8/22/08.	Per David Howard(DPW) Project Management contact is Al Martins
		DPW	Design Process: • Select/retain design consultant/design kickoff (1 month) by 9/23/08. • Site analysis, surveying and mapping (2 weeks) by10/7/08. • Schematic plans and specifications (1 month) by 11/7/08. • Review plans (1 week) by 11/14/08. • 50% construction docs and specs. (45 days) by12/30/08. • Review plans (1 week) 1/6/09. • 75% construction docs and specs. (30 days) by 2/6/09. • Review plans (1 week) by 2/13/09. • 100% construction docs and specs. (2 weeks) by 2/27/09 • Review final plans (2 days) by 3/3/09 • Obtain jurisdictional approval and permits	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			(2 weeks) by 3/17/09. Advertise Project: • Advertise Board letter (6 weeks) by 4/28/09. • Advertise project (1 month) 4/28/09 to 5/28/09. Bid and Award: • Bid process and bid opening (2 weeks) through 6/12/09. • Award Board letter (6 weeks) on 7/24/09. • Award construction contract (2 weeks) by 8/7/09. • Contract review by County Counsel and in place (1 week) by 8/14/09. • Notify HOA's and property owners of the award (2 weeks) by 8/28/09. Construction: • Mobilize contractor (2 months) by 10/29/09. • Demolition (1 week) by 11/16/09. • Survey for construction and stake (2 weeks) by 11/20/09. • Construction (90 days) completed by 2/22/10. • Final inspection and corrections (2 weeks) by 3/8/10. Final walk-thru (1 week) 3/15/09.	

General Notes

	Task	Responsible Parties	Comments	Status Update
1.	A standard meeting time for a monthly joint conference call has been established. This conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator of the conference call and meeting Agenda.	CEO, DPW DRP, DPR & County Counsel	Second teleconference meeting held 3/24/08. Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08;	Standard process and meeting schedules have been approved by all departments.
2.	For ease of communications between County and HOA's, the County departments involved have agreed to provide correspondence to DPR for formal distribution to HOA's.	CEO, DPW DRP, DPR & County Counsel		Agreed to by all involved County Departments on 3/3/08
3.	All departments concurred that a "*Vacation Process with Conditions*", would be the most efficient method to address matters regarding potential need to vacate trail easements when/where necessary.	CEO, DPW DRP, DPR & County Counsel		
4.	DPR will adjust schedule to reflect CEQA requirements. To be included in 7/08 Monthly Report to BOS reporting 6/08 activities.	DPR		

COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

July 17, 2008

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES FIFTH STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office and County Counsel to coordinate with the Departments of Regional Planning, Public Works (DPW) and Parks and Recreation (DPR) to provide a monthly status report regarding the unmet Indian Falls and Indian Springs trail connections. Attached is the fifth monthly Action Plan and Timeline Status Report (Attachment A).

A monthly coordinating meeting was held on June 23, 2008, with the Chief Executive Office, County Counsel, Regional Planning, DPW, and DPR to ensure all issues would be addressed in the subject report.

Major updates include the following:

Indian Springs Estates Trail Connection (Segment 1)

On June 12, 2008, DPR staff met on-site with Indian Springs Home Owners Association (HOA) representative to walk the selected route and collectively approve (in concept), the proposed trail alignment along Iverson Road.

Subsequent to this meeting, staff recorded the proposed trail alignment using a Global Positioning System (GPS) hand held unit. The GPS information was used to create a map for use as a reference for design, project planning, project management activities, and trail documentation purposes. The Department of Public Works Project Management Division is using the map to detail the project parameters in preparation of a Segment 1 cost estimate.

The Department of Parks and Recreation is continuing to work in collaboration with the Indian Springs HOA to ensure minimal physical impacts of the trail to the HOA maintained infrastructure.

Indian Falls Trail Connection (Segment 2)

On June 11, 2008, DPR met with the five property owners affected by the County's exchange of easement proposal, property owner representatives, and the Indian Falls HOA President to address any concerns related to this trail segment. Property owners were informed of the easement exchange process, technical, administrative, and legal steps which would be required to initiate the trail construction. The Department of Parks and Recreation also reaffirmed the critical timeline for this process. Questions and concerns pertaining to indemnification, future maintenance, proposed alignment, signage, operations and public use were also discussed. Property owners were instructed to submit any additional follow-up questions and concerns related to the subject proposal, in writing.

To date, DPR staff has obtained verbal concurrence from all affected property owners as well as an action that will be supported by the HOA. Written approval from the property owners was expected by July 7, 2008. As of July 14, 2008, DPR has received written approval from three of the five property owners and a fourth is expected this week.

The Department of Parks and Recreation followed-up with the HOA President on July 14, 2008, requesting his intervention in contacting the remaining property owner to obtain the status of his written approval response.

The proposed trail area will require an examination of the site conditions for erosion damage, replacement and upgrade of storm drains and ground conditions. These must be corrected to complete Trail Segment 2.

The Department of Parks and Recreation also provided DPW staff with a copy of the Las Virgenes Municipal Water District (LVMWD), (as-built) plans which depict the site constraints, infrastructure and pipelines located in the proposed trail area.

Indian Falls Trail Connection (Trail Segment 5)

The Department of Parks and Recreation met with the Indian Falls HOA President and one of the property owners on July 8, 2008, to discuss the administrative actions necessary to survey, record and develop a potential easement exchange agreement.

The affected property owner indicated at this meeting, he would like time to present the trail easement proposal to his attorney for review. The Department of Parks and Recreation anticipates a response by next month's reporting period.

The Department of Parks and Recreation contacted the Director of Real Estate for the other property owner, Pepperdine University. A meeting will be set up with the University, the HOA and DPR regarding the proposed trail easement across parcel APN 281-6031-001. It is anticipated the meeting will take place prior to the next reporting period.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM:NB tls/g:indianfalls memo_5

Attachment (1)

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Acting Director, Public Works
Director, Regional Planning

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

JULY 17, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1	If Indian Springs HOA approves new easement, the County will vacate the existing trail easement and relocate the trail.	Parks and Recreation (DPR) & CEO/Capital Projects (CP)	HOA agreed to vacate and exchange trail on 6/12/08	An on-site meeting was held on 6/12/08 between HOA representative R. Mertz and DPR to determine an agreeable alignment (avoiding existing HOA and property owner improvements, utility infrastructure and naturally occurring obstructions) for the proposed trail within landscaped turf area along the west side of Iverson Road. • HOA will initiate a roadway improvement project in alignment with the County's trail project where feasible. The HOA project includes provisions for the installation of curbs, related corrective work along the Iverson Road parkway, repaving of streets and main gate aesthetic improvements.
			Accomplished 6/12/08	• DPR conducted a recording of proposed trail segment using a hand-held GPS unit and created a GIS map which established a record of trail length, inventories of fixed objects/obstructions, and other information relevant for further trail design and lay-out, initial cost estimating, and as a record for future trail maintenance.
		DPW	DPW to provide Cost Estimate by 7/24/2008	• The GIS Map was provided to DPW Project Management (PM) Division on 6/23/08 for preparation of a preliminary cost estimate and as a record of site conditions to ascertain a construction approach.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• DPR and CEO/CP to establish CAP project.	DPR	Completed	Capital Project #77489.
	• DPR to seek authority to access C.P. funding	DPR & CEO/CP	By 7/30/08	L. Hensley working with SD5 to identify funds for project costs (D.S.O's, Project Management, Recording of Easements and associated mapping, construction and signage). Preliminarily, it has been determined that sufficient funds are anticipated to be available (through the annual "Tipping-Fee" provided to DPR as required in the CUP for the Sunshine Canyon Landfill) to cover projected costs. F. Moreno to work with DPR's Fiscal Administration to identify/initiate process to access C.P. funds. It was determined on 7/10/2008 that a *Budget Adjustment/Authority To Proceed with Project* Board Letter is required to access funds.
	Prepare Budget Adjustment/Authority to Proceed with Project Board Letter	DPR/CEO	4 months minimum	Timeline includes the following tasks: preparation, approval, clearance and agendizing of a dual signature County Board Letter (initiated by DPR)
	Project Cost Estimate Trail Segment 1and 2	DPW	7/17/08	• DPR met on-site with DPW PM Division on 6/19/08 to formally present a request for a project cost estimate and identify the necessary tasks required to implement the construction stage of the project. Discussions included project approach (a Job Order Contract (JOC) Method was determined to be the most cost effective

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				and expeditious manner to complete the construction work), project scope, limits and parameters of trail alignment, impact on existing improvements on cost, and options and alternatives. • Cost estimate in progress with assumptions that current hydrology information will be accepted for sizing/pricing storm drain pipe replacement. • In the event this is unacceptable by DPW Building and Safety, a new survey is required including new hydrology which is projected to delay cost estimate by 30 days.
	Project Cost Estimate Trail Segment 3,4,5	DPR	8/15/08	• Minor improvements including signage, recording, and mapping of easement.
	Prepare *Conceptual Project Budget*	DPR	8/22/08	• A Conceptual Project Budget will be developed upon receipt of DPW's cost estimates.
	• DPR will stake the centerline of the new alignment in cooperation with the Indian Springs HOA.	DPR	8/4/08 to 8/18/08 (2 weeks)	
	• DPR will request cost estimate from DPW/ Mapping & Property Mgmt (M&PM) to prepare legal description for relocated trail	DPR	Complete	Cost estimates for various trail segments were requested from DPW/M&PM on 3/4/08 and were delivered on 3/27/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	easement.			
	• DPR will authorize DPW/M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW	8/4/08 to 3/13/09 (7.5 months)	
	• DPR will authorize DPW/M&PM to process the trail vacation and realignment.	DPW	8/4/08 to 5/4/09 (9 months)	
	• DPW/M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	Board letter approved 6/9/09	
	• DPW to record new easement with County Recorder	DPR	6/15/09 to 6/29/09	
	• DPR trail crew to begin construction of trail on new easement: 1. Removal of existing sod and soil 2. Form for curb edging 3. Pour Concrete curbing and allow to cure 4. Place and compact DG trail 5. Install signage 6. Punch-list, corrective work, final walk-through		6/29/09 to 7/13/09 7/13/09 to 7/27/09 7/27/09 to 8/27/09 8/27/09 to 9/11/09 9/11/09 to 9/25/09 9/25/09 to 10/13/09	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• **Segment 1 of trail complete**		**10/13/09**	Completion determined after approval by department authorizing JOC Contract - DPW.
2	County needs to acquire an easement overlaying the existing Las Virgenes Water Company (LVWD) easement. The easement for this segment of the trail would be located adjacent to the rear yards of those homes facing La Quilla Drive in the Indian Falls Estates.	DPR & DPW		
	• DPR to request a copy of LVWD "As-Built" plans 6/16/2008 to ascertain project scope necessary to repair an area damaged by storm water eroded ground in Segment 2.	DPR	Completed 6/30/08.	Plans obtained 6/25/2008; copy of plans provided to DPW P.M. Division 6/30/2008 for their use to ascertain design parameters; determine feasibility for future repair options and alternatives in respect to development of a cost estimate
	• DPW will prepare a letter to be sent to each of the five affected property owners requesting their approval to vacate and realign the trial easement. If all property owners do not agree, the easement will be within the paved portion of the street.	DPW	Letters sent on 5/13/08; response due 6/12/2008.	Letters were sent to five (5) property owners on 5/13/08, pertaining to exchange of location of trail easements; If amenable, the property owner was to provide written response to DPR no later than 6/12/08. DPR learned (through follow-up with HOA President A. Guglielmi), that only one of the property owner(s) of five may have received the subject letter *(property ownership information was obtained from the County Assessors information as public/information/record provided on the County Web Site)*.
			Information from HOA	DPR received updated property owner(s)

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			anticipated 6/2/08 Letters re-issued on 6/4/08 Written response from property owners due by 7/7/08	information on 6/2/08, from A. Guglielmi. Letters re-sent by DPR on 6/4/08 upon cross-verification of property owner information. If property owners (receiving letter) are amenable to County request for exchange of easements, they will have until 7/7/08 (30 days) to provide written agreement back to DPR. • A courtesy call was made to HOA President A. Guglielmi on 6/26/08 informing him of the upcoming due date 7/7/08 for property owner response back to DPR. An on-site meeting was held on 6/11/08 with property owners, representative for property owners, and HOA President A. Guglielmi to discuss the benefits associated with the exchange of easement proposal. Discussions included the following: • An explanation of the proposed trail segment, the relevance with connectivity to the overall system and outlined the proposed exchange of easement process. • Property owner concerns included indemnification, operation and maintenance related issues. Met with A. Guglielmi on 7/8/2008 to obtain status on obtaining written approval of the proposed trail easement exchange from the affected landowners..

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				DPR received written approval from three of five of the property owners. Another property owner indicated on 7/10/08, that she was out of town, and would be sending written approval week of 7/14/08. DPR staff contacted HOA President on July 14, 2008, to request his intervention in contacting the remaining property owner who was ill; to obtain his written support of the proposal.
	DPW to provide cost estimate for preparation of vacation, legal description, title documents, and survey.	DPW	Cost Estimate anticipated to be completed by 3/27/2008.	Cost estimate for mapping and property activities was delivered by DPW/M&PM on 3/27/08.
	If easements are approved, the County would vacate its current easement and acquire an easement overlaying the LVWD easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement. • DPR will authorize DPW/M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW with assistance of DPR. • Trail improvements on new easement by DPR trails crew: 1. Install new culverts as required in two locations	DPR and DPW	7/17/08 to 4/17/09 (9 months) to be handled by DPW 5/5/09 Board Letter approved • 5/5/09 to 5/26/09 (3 weeks)	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	2. Minor grading for safety 3. Install signage **Segment 2 of Trail Complete**		• 5/26/09 to 6/9/09 (2 weeks) • 6/9/09 to 6/16/09 (1 week) **6/16/09**	
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **6/30/09**	
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **6/30/09**	
5	DPR to write a letter to the Indian Falls HOA to negotiate a replacement easement for the trail. In exchange for use of that easement, the County will give up its current easement. This new easement would be less invasive then the existing trail. DPR provided HOA with a recommended engineering consultant contact and GPS data.	DPR, HOA		A letter was sent on 5/13/08, to A. Guglielmi informing the HOA that the County had determined to proceed with the Alternative (within paved roadway right-of-way) for Segment 5. A. Guglielmi contacted L. Hensley (DPR) 5/20/08 (phone conversation) discussing/agreeing to the following: HOA's agreement with DPR's proposed trail alignment (as outlined in a 2/28/08 letter); DPR's intent to contact property owners affected by exchange of easement proposals; and, to discuss particulars relative to securing

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				engineering consultant (SIKAND Engineering) to perform the necessary work on behalf of the HOA to the satisfaction of the County A FAX letter was received by DPR from A. Guglielmi 5/27/08, documenting the above discussion and agreements.
			(Expect a letter of confirmation regarding approval to initiate an easement over this property) by 7/24/2008	DPR met with the Indian Falls HOA President and one of the property owners on 7/8/08 to discuss the administrative actions necessary to survey, record and develop a potential agreement with Indian Falls HOA. The affected property owner indicated at this meeting, he would like time to present the trail easement proposal to his attorney for review. DPR anticipates a response by next months reporting period.
	*In the event HOA does not respond or agree to request, please see * "Alternative"-Starting on Page 10*		Week of July 28, 2008.	DPR contacted the Director of Real Estate for the other property owner, Pepperdine University. A meeting will be set up with the University, the HOA and DPR regarding the proposed trail easement across parcel APN 281-6031-001. It is anticipated the meeting will take place prior to the next reporting period.
	HOA and engineer required to provide DPR with a feasibility assessment, cost estimate, and proposed project timeline.	HOA	Assessment, cost estimate and timeline due to DPR by 6/30/08.	HOA President A. Guglielmi has been advised by L. Hensley (DPR) that the County (DPR), needs written confirmation of date the HOA will provide the requested information (HOA retained engineering consultant SIKAND to supply feasibility assessment, cost estimate and timeline) to DPR; Although not part of the agreement, SIKAND has verbally indicated this information could

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			Complete 6/25/2008	be provided by 6/30/08. DPR drafted letter to be sent to Indian Falls HOA the week of 6/9/08 to verify agreement in writing. Sikand Engineering has completed Easement Map and legal description for all properties in Segment 5
	Upon recordation of replacement easement, the County will construct the trail.	DPR	Trail construction will take approximately 90 days	

- **Alternative**

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1, 2, and/or 5	*In the event none of the actions above prove to be amenable to the HOA's and/or the property owners, DPR would retain a design consultant OR request the services of DPW to prepare the necessary construction documents and specifications. The County would then construct a DG trail within the curbed roadway as previously discussed with all parties.* *Due to size and scope of project an Adopt, Advertise and Award Board letter may be recommended and thereby reducing total construction time and complexity by two months.*	DPR & CEO/CP DPW DPW	County Project (Administrative Actions): • Ensure sufficient funds in place, obtain Board approval of project • Cost estimate 7/8/08 to 8/8/08 • Transfer of P.M. role to DPW (2 wks) by 8/22/08.	• Capital Project Number (C.P # 774889) was determined to have been established. DPR reviewed conceptually with DPW 5/1/08- estimated timeline 1 month 7/8/08 to 8/8/08. Per David Howard (DPW) Project Management contact

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
		DPW	Design Process: • Select/retain design consultant/design kickoff (1 month) by 9/23/08. • Site analysis, surveying and mapping (2 weeks) by10/7/08. • Schematic plans and specifications (1 month) by 11/7/08. • Review plans (1 week) by 11/14/08. • 50% construction docs and specs. (45 days) by12/30/08. • Review plans (1 week) 1/6/09. • 75% construction docs and specs. (30 days) by 2/6/09. • Review plans (1 week) by 2/13/09. • 100% construction docs and specs. (2 weeks) by 2/27/09 • Review final plans (2 days) by 3/3/09 • Obtain jurisdictional approval and permits (2 weeks) by 3/17/09. Advertise Project: • Advertise Board letter (6 weeks) by 4/28/09. • Advertise project (1 month) 4/28/09 to 5/28/09. Bid and Award: • Bid process and bid opening (2 weeks) through 6/12/09. • Award Board letter (6 weeks) on 7/24/09. • Award construction contract (2 weeks) by 8/7/09. • Contract review by County Counsel and in place (1 week) by 8/14/09. • Notify HOA's and property owners of the award (2 weeks) by 8/28/09.	is Al Martins.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
			Construction: • Mobilize contractor (2 months) by 10/29/09. • Demolition (1 week) by 11/16/09. • Survey for construction and stake (2 weeks) by 11/20/09. • Construction (90 days) completed by 2/22/10. • Final inspection and corrections (2 weeks) by 3/8/10. Final walk-thru (1 week) 3/15/09.	

General Notes

	Task	Responsible Parties	Comments	Status Update
1.	A standard meeting time for a monthly joint conference call has been established. This conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator of the conference call and meeting Agenda.	CEO, DPW DRP, DPR & County Counsel	Second teleconference meeting held 3/24/08. Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08; Fifth teleconference meeting held 6/23/08	Standard process and meeting schedules have been approved by all departments.
2.	For ease of communications between County and HOA's, the County departments involved have agreed to provide correspondence to DPR for formal distribution to HOA's.	CEO, DPW DRP, DPR & County Counsel		Agreed to by all involved County Departments on 3/3/08
3.	All departments concurred that a "*Vacation Process with Conditions*", would be the most efficient method to address matters regarding potential need to vacate trail easements when/where necessary.	CEO, DPW DRP, DPR & County Counsel		
4.	CEQA requirements have been initially provided.	DPR	Initial review by DPR Environmental Section indicates the proposed improvements for Trail Segment 1 is anticipated to be Categorically *"Exempt";* The proposed improvements for Trail Segment 2 is anticipated to be Categorically "Exempt"; The proposed	

			box culvert, replacement of storm drain infrastructure and associated construction impacts require review and approval by U.S. Department of Fish and Game, Army Corp of Engineers and California Water Quality Board ("401" Permit required). *A schedule for the above is subject to other project development and completion of construction cost estimates and design (plans and specifications) of the storm drain wash-out area. The schedule will be developed when all approval entities have been coordinated at the appropriate project stage.*	

COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

September 2, 2008

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES SEVENTH STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office (CEO) and County Counsel to coordinate with the Departments of Regional Planning (DRP), Public Works (DPW) and Parks and Recreation (DPR) to provide a monthly status report regarding the Indian Falls and Indian Springs trail connections. Attached is the seventh monthly Action Plan and Timeline Status Report (Attachment A).

A monthly coordinating meeting was held on August 25, 2008, with the CEO, County Counsel, DRP, DPW, and DPR to ensure all issues would be addressed in the subject report. August updates include the following:

Indian Falls/Springs Trail Connection Alternative Plan (Trail Segments 1, 2 and 5)

As a result of DPR obtaining written approval from all affected property owners and both Home Owners Associations, the Department will proceed with the preferred plan and eliminate the "Alternative Plan" from the attached "Trail Action Plan Timeline and Status" report.

Indian Springs Estates Trail Connection (Trail Segment 1)

On August 5, 2008, DPR received the preliminary construction cost estimate from DPW Project Management Division (DPW-PMD), for the construction of the subject trail segment (all within the existing "greenbelt" area along the west side of Iverson Road). On August 20, 2008 a working meeting was held between DPR and DPW-PMD to discuss DPR's review of the preliminary construction cost estimate and provide written comments prior to finalization. It is anticipated that the preliminary construction estimate will be finalized by September 3, 2008.

Indian Falls Trail Connection (Trail Segment 2)

On August 5, 2008, DPR also received the preliminary construction cost estimate from DPW-PMD for the subject trail segment (as an overlay easement), within the Los Virgines Water District (LVWD) easement. It is anticipated that the preliminary construction cost estimate for this segment will also be finalized by September 3, 2008.

On August 15, 2008, DPR completed securing written approval from all property owners required to move forward with the County's exchange-of-easements proposal.

Based on the initial analysis of design scenarios and options to repair storm drain wash-out damage, the County may require approval from two adjacent property owners for encroachment, necessary in order to install permanent storm drain protective structures. This would ensure future safety for trail users, protection of the trail for connectivity, and significantly reduce the potential for further storm damage. The timeline should not be affected, as securing the approvals from the affected property owners can run concurrently with other activities.

Indian Falls Trail Connection (Trail Segment 5)

On August 11, 2008, Pepperdine University Real Estate Operations (PURO), the final property owner along Trail Segment 5, provided written consideration for offering the County a trail easement across their property. The final granting of the subject trail easement by PURO requires review of the draft easement recording documents, (prepared by DPW Property and Mapping Division) upon their completion.

Indian Falls/Springs Project Budget

A Total Project Budget including: 1.) Final construction cost estimates for Segment 1 and Segment 2; 2.) Property mapping for Segments 1, 2, and 5 and 3.) Other miscellaneous costs including signage and associated trail work for all trail segments will be developed by September 18, 2008.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM:NB tls/g:indianfalls memo_7

Attachment (1)

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Acting Director, Public Works
Director, Regional Planning

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

SEPTEMBER 2, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1	If Indian Springs HOA approves new easement, the County will vacate the existing trail easement and relocate the trail.	Parks and Recreation (DPR) & CEO/Capital Projects (CP)	Completed 6/12/08 Completed 6/12/08	HOA agreed to vacate and exchange trail. DPR conducted a recording of proposed trail segment using a hand-held GPS unit and created a GIS map which established a record of trail length, inventories of fixed objects/obstructions, and other information relevant for further trail design and lay-out, initial cost estimating, and as a record for future trail maintenance.
	Trail Construction Cost Estimate (Segment 1 - Construction)	DPW-Project Management .Division (PMD)	Completed 8/5/08	The preliminary construction cost estimate to construct Trail Segment 1, as a Job Order Contract (JOC), was finalized by DPW-PMD and submitted to DPR.
		DPR/DPW-PMD	Completed 8/20/08	DPR completed review and provided comments back to DPW-PMD in a meeting held 8/20/08.
		DPW-PMD	9/3/2008	The cost estimate is anticipated to be finalized by DPW-PMD on 9/3/08.
	DPR and CEO/CP to establish CAP project.	DPR	Completed	Capital Project #77489.
	DPR to identify source of additional project funds.	DPR	Completed	L. Hensley worked with SD5 to identify additional funds for all project costs (D.S.O's, Project Management, Recording of Easements and associated mapping, construction and signage).
	Prepare Budget Adjustment/Authority to Proceed with Project Board Letter	DPR & CEO	12/4/08 (4 months)	A Budget Adjustment/Authority To Proceed with Project Board Letter is required to access funds. • Timeline includes the following tasks:

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				preparation, approval, clearance and filing of a County Board Letter (initiated by DPR).
	Prepare Total Budget (Segment 1)	DPR	9/18/08	DPR will develop a total budget by combining Department provided costs (i.e. DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
	DPR will stake the centerline of the new alignment in cooperation with the Indian Springs HOA.	DPR	Completed	Accomplished during GPS recording by DPR staff on 6/12/08.
	DPR will request cost estimate from DPW-Mapping & Property Management (M&PM) to prepare legal description for relocated trail easement.	DPR	Completed	
	• DPR will authorize DPW-M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW	9/8/08 to 3/27/09 (7.5 months)	
	• DPR will authorize DPW-M&PM to process the trail vacation and realignment.	DPW	9/8/08 to 6/8/09 (9 months)	
	• DPW-M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	Board letter to be approved 8/4/09	
	DPW to record new easement with County Recorder	DPR	9/1/09 to 9/15/09	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	JOC Contractor to initiate construction of trail on newly established trail easement. Construction activities order at contractor's discretion. Below is the anticipated order: 1. Removal of existing sod and soil; 2. Form for curb edging; 3. Pour Concrete curbing and allow to cure; 4. Place and compact DG trail; 5. Install signage; and 6. Punch-list, corrective work, final walk-through. • **Segment 1 of trail complete**	DPW-PMD JOC	Projected start 10/5/09 **Projected 12/4/09**	JOC Contractor to prepare a construction schedule/timeline once contract in place; contract to be administered upon new easement recorded with County Recorder. Completion determined after approval by department authorizing JOC Contract (DPW).
1 and 2	Construction Project Cost Estimate Trail Segment 1and 2	DPW-PMD & DPR DPW-PMD	6/19/08 8/5/08	A Job Order Contract (JOC) Method was determined to be the most cost effective and expeditious manner to complete the proposed trail improvements and storm drain structure replacement work. • DPW/PMD generated (TPCE) preliminary Construction Cost Estimate submitted to DPR for review and comment. • A meeting was held between DPW-PMD

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
		DPW-PMD DPR	8/20/08	and DPR to provide written comments and input into the preliminary Construction Cost Estimate.
		DPW-PMD	9/3/08	• DPW-PDM to revise the preliminary construction cost estimate as necessary.
		DPR	9/18/08	• Project Budget will be developed by DPR upon receipt of DPW's final construction cost estimate.
2	If easements are approved, the County would vacate its current easement and acquire an easement overlaying the Las Virgenes Water District (LVWD) easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement. • DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW with assistance of DPR. • Trail improvements on newly established trail easement by JOC Contractor: 1. Replace storm drain infrastructure as required; 2. Minor grading for safety; 3. Install signage	DPR and DPW	Written approval secured 8/15/08 9/11/08 to 5/29/09 (9 months) to be handled by DPW 6/9/09 Board Letter approved 6/9/09 to 6/30/09 (3 weeks) 6/30/09 to 7/8/09 (2 weeks) 7/8/09 to 7/15/09 (1 week)	As of 8/15/2008, DPR has obtained written approval for the exchange-of-easements proposal from all five (5) affected property owners. Based on initial analysis of design scenarios and options to repair storm drain wash-out damage, the County may require approval from two adjacent property owners for encroachment necessary in order to place permanent storm drain protective structures. DPW-M & PM is investigating if we have the necessary easements for the drainage structure on the two affected properties, this should not affect the timeline as the securing the approvals from the affected property owners can run concurrently with other activities.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	Segment 2 of Trail Complete		**7/15/09**	
3, 4, and 5	Project Cost Estimate for specific minor grooming and re-work of existing Trail Segments 3, 4, and 5.	DPR	8/28/08	DPR will factor costs for fabrication and installation of trail signage in cooperation with County Trails Maintenance Crews.
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **7/15/09**	
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **7/15/09**	
5	Indian Falls HOA to negotiate a replacement easement for the trail within the paved areas to an off-site trail which is considered a de-facto trail with important connectivity links and opportunities. In exchange for use of that easement, the County will give up its current easement. This new easement would be less invasive then the existing trail. DPR provided HOA with a	DPR, HOA	Completed	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	recommended engineering consultant contact and GPS data.			
	Indian Falls HOA with DPR's support to negotiate a replacement easement with Property Owner Babyan		Completed	On 7/16/08 DPR received a written response from property owner Noray Babyan (APN 282-1025-001), agreeing to location of a trail easement across the subject property.
	Indian Falls HOA with DPR's support to negotiate a replacement easement with Property Owner Pepperdine University		Completed	On 7/29/08 DPR and the HOA President met with Mr. Rex Levi, assistant to Mr. Dennis Torres, Director of Real Estate for Pepperdine University, owner of the remaining parcel (APN 281-6031-001). Mr. Levi agreed to the placement of the easement on the subject parcel. On 8/11/08 Pepperdine University Real Estate Operations provided written consideration offering the County a multi-use trail across their property. The granting of the subject trail easement by Pepperdine, requires review of the draft easement recording documents (prepared by DPW Property and Mapping Division), upon their completion, and subject to inclusion of conditions (stated in their letter), to the satisfaction of PURO.
5	HOA and engineer required to provide DPR with a feasibility assessment, cost estimate, and proposed project timeline.	HOA	Completed 6/25/08	Sikand Engineering has completed Easement Map and legal description for all properties in Segment 5.
5	Upon recordation of replacement easement, DPR will perform "grooming" (minor brush clearance and surface repairs) & install signage along the trail.	DPR	Trail "grooming" and the installation of trail signage will take approximately 90 days.	

- **Alternative** - As a result of DPR obtaining written approval from all affected property owners and both Home Owners Associations, County will proceed with the preferred plan and eliminate the "Alternative Plan" from the "Trail Action Plan Timeline and Status" report.

General Notes

	Task	Responsible Parties	Comments	Status Update
1.	Standard meeting time for a monthly joint conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator for the call, meeting Agenda and all written documents related to the project.	CEO, DPW DRP, DPR & COCO	Second teleconference meeting held 3/24/08. Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08; Fifth teleconference meeting held 6/23/08; Sixth teleconference meeting held 7/28/08 Seventh teleconference meeting held 8/25/08	Standard process and meeting schedules have been approved by all departments.
2.	CEQA requirements have been initially provided.	DPR	Initial review by DPR Environmental Section indicates the proposed improvements for Trail Segment 1 is anticipated to be Categorically *"Exempt";* The proposed improvements for Trail Segment 2 are anticipated to be Categorically "Exempt". The proposed box culvert, replacement of storm drain infrastructure and associated construction impacts require review and approval by U.S. Depart. of Fish and Game, Army Corp of Engineers and California Water Quality Control Board ("401" Permit required). A schedule for the above is subject to completion of construction cost estimates and design (plans and specifications) of the storm drain wash-out area. The schedule will be developed when all approval entities have been coordinated at the appropriate project stage.	
5.	DPR will investigate appropriate responsibility for future storm drain structure proposed for Trail Segment 2	DPR	The proposed storm drain is a replacement of an existing structure; the replacement is necessary to protect a County investment (future trail) and ensure trail user safety and uninterrupted use	Requires working w/ County Counsel. HOA's and DPR Operations and Maintenance to determine feasibility and responsibility for periodic maintenance

COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

October 7, 2008

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES EIGHTH STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office (CEO) and County Counsel to coordinate with the Departments of Regional Planning (DRP), Public Works (DPW) and Parks and Recreation (DPR) to provide a monthly status report regarding the Indian Falls and Indian Springs trail connections. Attached is the eighth monthly Action Plan and Timeline Status Report (Attachment A).

A monthly coordinating meeting was held on September 29, 2008, with the CEO, County Counsel, DRP, DPW, and DPR to ensure all issues would be addressed in the subject report. September updates include the following:

Indian Springs Estates Trail Connection (Trail Segment 1)

On September 4, 2008, DPR received an updated construction cost estimate from the DPW Project Management Division (DPW-PMD) in the amount of $136,588 for the construction of the subject trail segment along the west side of Iverson Road. Estimated costs include typical construction related contingencies, and are based on a recommended DPW-PMD Job Order Contract (JOC).

The cost above is exclusive of anticipated costs for DPW-Mapping and Property Management (DPW-MPM) activities required for the realignment of the trail easement by the County. These and other anticipated non-construction related costs are factored in the Preliminary Project Budget (see page 2).

Indian Falls Trail Connection (Trail Segment 2)

On September 4, 2008, DPR also received an updated construction cost estimate from DPW-PMD for the subject trail segment within the Los Virgines Water District (LVWD) easement in the amount of $51,148. The cost is exclusive of anticipated costs for DPW-MPM activities required for the trail exchange-of-easement proposal by the County. These and other anticipated non-construction related costs are factored in the Preliminary Project Budget (see page 2).
By October 16, 2008, DPR will request approval by LVWD for a storm drain easement for a proposed storm drain structure necessary to protect the wash-out of the trail segment proposed improvements.

In addition, letters will be issued by October 30, 2008, to two affected property owners (Kohl Estate and T. Hare Estate) requesting additional easements necessary for the storm drain infrastructure. The Indian Falls HOA and Fidelity Management Company will also be contacted to solicit their support.

Indian Falls Trail Connection (Trail Segment 5)

To date, DPR has completed initial negotiation of a replacement "off-site" trail for the subject trail segment and secured preliminary approval from the affected property owners. In addition, the HOA has completed its obligation to retain a Civil Engineer (Sikand Engineer) to prepare a trail easement map, legal description and associated property and mapping activities as required, before finalization by the County.

The Department of Parks and Recreation will provide the data to DPW-MPM for their finalization of property and mapping activities, including trail realignment, vacation, and recording. Once project funding and approval is in place, a Department Service Order (DSO) can then be issued for DPW-MPM to initiate the outlined services.

Upon DPW-MPM recording the subject trail segment, DPR will clear and "groom" the trail and install signage within 90 days.

Indian Falls/Springs "Preliminary Project Budget"

A preliminary budget estimate developed for planning purposes only, has been prepared by DPR, with input from other County departments. The preliminary budget estimate, which includes construction activities (Segments 1 and 2), property and mapping activities (Segments 1, 2 and 5), and signage (Segments 1 through 5) has been initially determined in the amount of approximately $530,500.

A Total Project Cost Estimate (TPCE) draft is being prepared by DPW-PMD, with a final TPCE anticipated to be completed by October 22, 2008.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM:NB tls/g:indianfalls memo_8

Attachment (1)

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Acting Director, Public Works
Director, Regional Planning

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

OCTOBER 7, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
All	A preliminary budget estimate developed for planning purposes only, to be prepared by Parks and Recreation, with input from other County departments.	DPR	Completed 9/18/08	DPR developed an estimated preliminary project budget (includes DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
	A Total Project Cost Estimate (TPCE) covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD)	DPW-PMD	10/22/08	The preliminary budget estimate, which includes construction activities (Segments 1 and 2), property and mapping activities (Segments 1, 2 and 5), signage (Segments 1 through 5), has been initially determined in the amount of approximately $530,500.
1	Indian Springs HOA approved new easement, and the County will vacate the existing trail easement and relocate the trail.	Parks and Recreation (DPR) & CEO/Capital Projects (CP)		
	Trail Construction Cost Estimate (Segment 1 - Construction)	DPW-Project Management Division (PMD)	Completed 8/5/08	The preliminary cost estimate to construct Trail Segment 1, as a Job Order Contract (JOC), was finalized by DPW-PMD and submitted to DPR.
		DPR/DPW-PMD	Completed 8/20/08	DPR completed review and provided comments back to DPW-PMD in a meeting held 8/20/08.
		DPW-PMD	Completed 9/4/2008	An updated construction cost estimate was finalized by DPW-PMD on 9/4/08.
	DPR to identify source of additional project funds.	DPR	Completed	DPR identified additional funds for all project costs (i.e. Department Service Orders (DSOs), Project Management, Recording of Easements and associated mapping, construction and signage).

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	Prepare Budget Adjustment (BA) and Authority to Proceed with Project Board Letter	DPR & CEO	12/4/08 (4 months)	A BA/Authority To Proceed with Project Board Letter is required to access funds. • Timeline includes the following tasks: preparation, approval, clearance and filing of a County Board Letter (initiated by DPR).
	Prepare a Total Project Construction Estimate (TPCE)	DPW -PMD	10/22/2008	A draft Total Project Cost Estimate (TPCE) is in process.
	DPR will request cost estimate from DPW-Mapping & Property Management (M&PM) to prepare legal description for relocated trail easement.	DPR	Completed	(* Note: *A BA/Authority To Proceed With Project" B/L is required in order to move project forward/access funds; the approval of funds is necessary for a DSO to pay for various project costs and services)*
	DPR will authorize DPW-M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW	1/15/09 to 8/27/09 (7.5 months)	
	• DPR will authorize DPW-M&PM to process the trail vacation and realignment.	DPW	1/15/09 to 10/15/09 (9 months)	
	• DPW-M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	Board letter to be approved 1/12/10	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPW to record new easement with County Recorder	DPR	2/4/10 to2/18/10	JOC Contractor to prepare a construction schedule/timeline once contract in place; contract to be administered upon new easement recorded with County Recorder.
	Job Order Contract (JOC) Contractor to initiate construction of trail on newly established trail easement. Construction activities order at contractor's discretion. Below is the anticipated order: 1. Removal of existing sod and soil; 2. Form for curb edging; 3. Pour Concrete curbing and allow to cure; 4. Place and compact DG trail; 5. Install signage; and 6. Punch-list, corrective work, final walk-through.	DPW-PMD JOC	Projected start 3/15/10	
	• **Segment 1 of trail complete**		**Projected 5/17/10**	Completion determined after approval by department authorizing JOC Contract (DPW).
1 and 2	Construction Project Cost Estimate Trail Segment 1and 2	DPW-PMD & DPR		A JOC Method was determined to be the most cost effective and expeditious manner to complete the proposed trail improvements and storm drain structure replacement work.
		DPW-PMD	Completed 9/4/08	• DPW-PDM revised the preliminary construction cost estimate. The Segment

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
				1 cost estimate was $136,588 and the Segment 2 cost estimate was $51,148.
		DPR	Completed 9/18/08	Preliminary project budget (for planning purposes only) was prepared by combining County Department provided costs (i.e. DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
		DPW-PMD	10/22/08	TPCE covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD)
2	The County would vacate its current easement and acquire one that overlays the Las Virgenes Water District (LVWD) easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement.	DPR and DPW-M/PM	Completed 8/15/08	As of 8/15/2008, DPR has obtained written approval for the exchange-of-easements proposal from all five (5) affected property owners. Based on completed analysis of design scenarios and options to repair storm drain wash-out damage, the County would need to obtain approval from two (2) property owners for encroachment purposes necessary to place permanent storm drain protective structures upon their property.
			Completed 9/15/2008	DPW-M & PM determined we do not have the necessary easements for the drainage structure on the two (2) affected properties; this should not affect the timeline as the securing the approvals from the affected property owners can run concurrently with other activities.
	DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR).	DPW – M/PM	1/15/09 to 10/15/09 (9 months) 11/10/09 Board Letter approved	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• Trail improvements on newly established trail easement by JOC Contractor: 1. Replace storm drain infrastructure as required; 2. Minor grading for safety; 3. Install signage **Segment 2 of Trail Complete**		12/7/09 to 1/4/10 (3.5 weeks) 1/4/10 to 1/18/10 (2 weeks) 1/18/10 to 1/25/10 (1 week) **2/12/10**	
3, 4, and 5	Project Cost Estimate for specific minor grooming and re-work of existing Trail Segments 3, 4, and 5.	DPR	10/22/08	DPR will factor costs for fabrication and installation of trail signage in cooperation with County Trails Maintenance Crews into the Total Project Cost Estimate.
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/12/10**	
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/12/10**	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
5	Indian Falls HOA with DPR's support to negotiate a replacement easement with Property Owners Babyan and Pepperdine University	DPR, HOA	Completed 7/16/2008 Completed 8/11/08	DPR received a written response from property owner Noray Babyan (APN 282-1025-001), agreeing to location of a trail easement across the subject property. On 8/11/08 Pepperdine University Real Estate Operations provided written consideration offering the County a multi-use trail across their property. The granting of the subject trail easement by Pepperdine, requires review of the draft easement recording documents (prepared by DPW Property and Mapping Division), upon their completion, and subject to inclusion of conditions (stated in their letter), to the satisfaction of PURO.
	DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR).		1/15/09 to 10/15/09 11/10/09	
5	Upon recordation of replacement easement, DPR will perform "grooming" (minor brush clearance and surface repairs) & install signage along the trail.	DPR	Trail "grooming" and the install-lation of trail signage will take approximately 90 days 11/10/09 to 2/10/09	

- **Alternative** - As a result of DPR obtaining written approval from all affected property owners and both Home Owners Associations, County will proceed with the preferred plan and eliminate the "Alternative Plan" from the "Trail Action Plan Timeline and Status" report.

General Notes

Task	Responsible Parties	Comments	Status Update
Standard meeting time for a monthly joint conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator for the call, meeting Agenda and all written documents related to the project.	CEO, DPW DRP, DPR & COCO	Second teleconference meeting held 3/24/08; Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08; Fifth teleconference meeting held 6/23/08; Sixth teleconference meeting held 7/28/08; Seventh teleconference meeting held 8/25/08; Eight teleconference meeting held 9/29/08.	Standard process and meeting schedules have been approved by all departments.
CEQA requirements have been initially provided.	DPR	Initial review by DPR Environmental Section indicates the proposed improvements for Trail Segment 1 is anticipated to be Categorically *"Exempt"*; The proposed improvements for Trail Segment 2 are anticipated to be Categorically "Exempt". The proposed box culvert, replacement of storm drain infrastructure and associated construction impacts require review and approval by U.S. Depart. of Fish and Game, Army Corp of Engineers and California Water Quality Control Board ("401" Permit required). A schedule for the above is subject to completion of construction cost estimates and design (plans and specifications) of the storm drain wash-out area. The schedule will be developed when all approval entities have been coordinated at the appropriate project stage.	
DPR will investigate appropriate responsibility for future storm drain structure proposed for Trail Segment 2	DPR	The proposed storm drain is a replacement of an existing structure; the replacement is necessary to protect a County investment (future trail) and ensure trail user safety and uninterrupted use.	Requires working w/ County Counsel, HOA's and DPR Operations and Maintenance to determine feasibility and responsibility for periodic maintenance.

COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

November 6, 2008

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES NINTH STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office (CEO) and County Counsel to coordinate with the Departments of Regional Planning (DRP), Public Works (DPW), and Parks and Recreation (DPR) to provide a monthly status report regarding the Indian Falls and Indian Springs trail connections. Attached is the ninth monthly Action Plan and Timeline Status Report (Attachment A).

A monthly coordinating meeting was held on October 27, 2008, with the CEO, County Counsel, DRP, DPW, and DPR to ensure all issues would be addressed in the subject report. October 2008 updates include the following:

Indian Springs and Indian Falls Trail Draft Total Project Cost Estimate

A draft Total Project Cost Estimate (TPCE) has been prepared by DPW-Project Management Division (DPW-PMD), estimated in the amount of $505,000. The TPCE includes input of estimated costs and services from other County departments.

The TPCE includes design, construction, inspection, and related soft costs for proposed trail Segments 1 and 2; property and mapping activities for proposed trail Segments 1, 2, and 5; and signage for all proposed and existing trail Segments (1 through 5). The TPCE also includes anticipated fees for permits from governing agencies with jurisdictional authority.

Review and refinement of the TPCE will be completed by November 13, 2008. The refined TPCE information will be used in the project's Budget Adjustment and Authority to Proceed Board Letter.

Indian Falls Trail Connection (Trail Segment 2)

On October 22, 2008, DPR requested approval from Los Virgenes Municipal Water District (LVMWD) to establish a storm drain easement and for proposed storm drain improvements. The storm drain improvements are necessary to protect further storm damage erosion and wash-out in the subject trail segment.

In addition, letters will be issued by the week of November 3, 2008, to two affected property owners (Kohl and T. Hare Estates) requesting extension of easements for the necessary storm drain infrastructure. The Indian Falls/Springs HOA and Fidelity Property Management Company will also be contacted to solicit their support. A response is due to DPR from the property owners' by November 28, 2008.

Indian Falls Trail Connection (Trail Segment 5)

The preparation of legal descriptions and plats for the proposed subject trail section has been completed by Sikand Engineering (under contract with Indian Falls HOA)., DPW-Mapping and Property Management (DPW-MPM) will be supplied the information (through DPR) to finalize property and mapping activities, including trail realignment, vacation, and recording, once project approval and funding is in place. DPR will be authorized at that time, to prepare a Department Service Order (DSO) for DPW-MPM to initiate the outlined services.

Upon DPW-MPM recording the subject trail segment, DPR will clear and "groom" the trail and install signage within ninety (90) days.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM:NB tls/g:indianfalls memo_9

Attachment (1)

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Acting Director, Public Works
Director, Regional Planning

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

NOVEMBER 5, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
All	A preliminary budget estimate developed for planning purposes only, to be prepared by Parks and Recreation, with input from other County departments.	DPR	Completed 9/18/08	DPR developed an estimated preliminary project budget (includes DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
	A Total Project Cost Estimate (TPCE) covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD)	DPW-Project Management Division (DPW-PMD)	11/13/08	The draft TPCE, which includes construction activities (Segments 1 and 2), property and mapping activities (Segments 1, 2 and 5), and signage (Segments 1 through 5), has been initially determined in the amount of approximately $505,000. Next step includes refinement of the TPCE (by DPW-PMD in conjunction with other County departments) incorporating final input for services or cost information for the project. The TPCE will be included in the Budget Adjustment (BA) and Authority to Proceed with Project Board Letter.
1	Indian Springs HOA approved new easement, and the County will vacate the existing trail easement and relocate the trail.	Parks and Recreation (DPR) & CEO/Capital Projects (CP)		
	Trail Construction Cost Estimate (Segment 1 - Construction)	DPW-PMD	Completed	The preliminary cost estimate to construct Trail Segment 1, as a Job Order Contract (JOC), was finalized by DPW-PMD and submitted to DPR. An updated construction cost estimate was finalized by DPW-PMD on 9/4/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPR to identify source of additional project funds.	DPR	Completed	DPR identified additional funds for all project costs (i.e. Department Service Orders (DSOs), Project Management, Recording of Easements and associated mapping, construction and signage).
	Prepare a Total Project Construction Estimate (TPCE)	DPW–PMD & DPR	11/13/08	A draft Total Project Cost Estimate (TPCE) is complete in the amount of $505,000; Next step includes refinement of the TPCE (by DPW-PMD in conjunction with other County departments) incorporating final input for services or cost information for the subject project.
	Prepare Budget Adjustment (BA) and Authority to Proceed with Project Board Letter	DPR & CEO		A BA/Authority To Proceed with Project Board Letter is required to access funds.
			11/20/08 1/20/09 2/10/09	• Complete Board Letter Draft with input from DPW • File Board Letter after approvals/clearance from CEO and County Counsel, revisions are made. • Board Letter approved.
	DPR will request cost estimate from DPW-Mapping & Property Management (M&PM) to prepare legal description for relocated trail easement.	DPR		
	DPR will authorize DPW-M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW	1/15/09 to 8/27/09 (7.5 months)	
	• DPR will authorize DPW-M&PM to process the trail vacation and realignment.	DPW	1/15/09 to 10/15/09 (9 months)	
	• DPW-M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the	DPW	Board letter to be approved 1/12/10	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	existing trail easement and establishment of the relocated trail easement.			
	DPW to record new easement with County Recorder	DPR	2/4/10 to 2/18/10	
	Job Order Contract (JOC) Contractor to initiate construction of trail on newly established trail easement. Construction activities order at contractor's discretion. Below is the anticipated order: 1. Removal of existing sod and soil; 2. Form for curb edging; 3. Pour Concrete curbing and allow to cure; 4. Place and compact DG trail; 5. Install signage; and 6. Punch-list, corrective work, final walk-through.	DPW-PMD JOC	Projected start 3/15/10	JOC Contractor to prepare a construction schedule/timeline once contract in place; contract to be administered upon new easement final recordation with County Recorder.
	• **Segment 1 of trail complete**		**Projected 5/17/10**	Completion determined after approval by department authorizing JOC Contract (DPW).
1 and 2	Construction Project Cost Estimate Trail Segment 1and 2	DPW-PMD & DPR		A JOC Method was determined to be the most cost effective and expeditious manner to complete the proposed trail improvements and storm drain structure replacement work.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
		DPW-PMD	Completed 9/4/08	• DPW-PDM revised the preliminary construction cost estimate. The Segment 1 cost estimate was $136,588 and the Segment 2 cost estimate was $51,148.
		DPR	Completed 9/18/08	Preliminary project budget (for planning purposes only) was prepared by combining County Department provided costs (i.e. DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
		DPW-PMD	2/3/09	TPCE covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD); A draft Total Project Cost Estimate (TPCE) is complete in the amount of $505,000; Next step includes refinement of the TPCE (by DPW-PMD in conjunction with other County departments) incorporating final input for services or cost information for the subject project.
2	The County would vacate its current easement and acquire one that overlays the Las Virgenes Water District (LVWD) easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement.	DPR and DPW-M/PM	Completed 8/15/08	As of 8/15/2008, DPR has obtained written approval for the exchange-of-easements proposal from all five (5) affected property owners.
	Approval requested from LVWD to establish a storm drain easement for proposed storm drain improvements. The storm drain improvements are necessary to protect further storm damage erosion and wash-out in the subject trail segment.	DPR	11/20/2008	Based on completed analysis of design scenarios and options to repair storm drain wash-out damage, the County would need to obtain approval from two (2) property owners for encroachment purposes necessary to place permanent storm drain protective structures upon their property. This should not affect the timeline as the securing the approvals from the affected property owners can run concurrently with other activities.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	Letters issued to two affected property owners (Kohl and T. Hare Estates) requesting extension of easements for the necessary storm drain infrastructure.	DPR	11/5/08 11/28/2008	Issue letters to affected property owners requesting storm drain easements. Response due from property owners on request to establish storm drain easement.
	DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR). • Trail improvements on newly established trail easement by JOC Contractor: 1. Replace storm drain infrastructure as required; 2. Minor grading for safety; 3. Install signage. **Segment 2 of Trail Complete**	DPW – M/PM	1/15/09 to 10/15/09 (9 months) 11/10/09 Board Letter approved 12/7/09 to 1/4/10 (3.5 weeks) 1/4/10 to 1/18/10 (2 weeks) 1/18/10 to 1/25/10 (1 week) **2/12/10**	
3, 4, and 5	Project Cost Estimate for specific minor grooming and re-work of existing Trail Segments 3, 4, and 5.	DPR	Completed 10/22/08	DPR will factor costs for fabrication and installation of trail signage in cooperation with County Trails Maintenance Crews into the Total Project Cost Estimate.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/12/10**	
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/12/10**	
5	Indian Falls HOA with DPR's support to negotiate a replacement easement with Property Owners Babyan and Pepperdine University. DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. The Board letter will be written by DPW M&PM (with assistance from DPR).	DPR, HOA	Completed 1/15/09 to 10/15/09 11/10/09	DPR received approvals from property owners Noray Babyan (APN 282-1025-001) and Pepperdine University agreeing to location of a trail easement across the subject property.
5	Upon recordation of replacement easement, DPR will perform "grooming" (minor brush clearance and surface repairs) & install signage along the trail.	DPR	Trail "grooming" and the install-lation of trail signage will take approximately 90 days. 11/10/09 to 2/10/09	

- **Alternative** - As a result of DPR obtaining written approval from all affected property owners and both Home Owners Associations, County will proceed with the preferred plan and eliminate the "Alternative Plan" from the "Trail Action Plan Timeline and Status" report.

General Notes

Task	Responsible Parties	Comments	Status Update
Standard meeting time for a monthly joint conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator for the call, meeting Agenda and all written documents related to the project.	CEO, DPW DRP, DPR & COCO	Second teleconference meeting held 3/24/08; Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08; Fifth teleconference meeting held 6/23/08; Sixth teleconference meeting held 7/28/08; Seventh teleconference meeting held 8/25/08; Eight teleconference meeting held 9/29/08; Ninth teleconference meeting held 10/272008	Standard process and meeting schedules have been approved by all departments.
CEQA requirements have been initially provided.	DPR	Initial review by DPR Environmental Section indicates the proposed improvements for Trail Segment 1 is anticipated to be Categorically *"Exempt";* The proposed improvements for Trail Segment 2 are anticipated to be Categorically "Exempt". The proposed box culvert, replacement of storm drain infrastructure and associated construction impacts require review and approval by U.S. Depart. of Fish and Game, Army Corp of Engineers and California Water Quality Control Board ("401" Permit required). A schedule for the above is subject to completion of construction cost estimates and design (plans and specifications) of the storm drain wash-out area. The schedule will be developed when all approval entities have been coordinated at the appropriate project stage.	
DPR investigating appropriate responsibility for future storm drain structure proposed for Trail Segment 2	DPR	The proposed storm drain is a replacement of an existing structure; the replacement is necessary to protect a County investment (future trail) and ensure trail user safety and uninterrupted use.	Requires working w/County Counsel, HOAs and DPR Regional Agency Operations and Maintenance to determine feasibility and responsibility for periodic maintenance.

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

DECEMBER 2, 2008

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
All	A preliminary budget estimate developed for planning purposes only, to be prepared by Parks and Recreation, with input from other County departments.	DPR	Completed	DPR developed an estimated preliminary project budget (includes DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
	A Total Project Cost Estimate (TPCE) covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD)	DPW-Project Management Division (DPW-PMD)	Completed	The draft TPCE, which includes construction activities (Segments 1 and 2), property and mapping activities (Segments 1, 2 and 5), and signage (Segments 1 through 5), has been initially determined in the amount of approximately $505,000.
			Completed 11/26/2008	The TPCE was refined by DPW-PMD, in conjunction with other County departments. incorporating final input for services or cost information for the project. The TPCE amount of $619,950 will be included in the Budget Adjustment (BA) and Authority to Proceed with Project Board Letter.
1	Indian Springs HOA approved new easement, and the County will vacate the existing trail easement and relocate the trail.	Parks and Recreation (DPR) & CEO/Capital Projects (CP)		
	Trail Construction Cost Estimate (Segment 1 - Construction)	DPW-PMD	Completed	The preliminary cost estimate to construct Trail Segment 1, as a Job Order Contract (JOC), was finalized by DPW-PMD and submitted to DPR. An updated construction cost estimate was finalized by DPW-PMD on 9/4/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPR to identify source of additional project funds.	DPR	Completed	DPR identified additional funds for all project costs (i.e. Department Service Orders (DSOs), Project Management, Recording of Easements and associated mapping, construction and signage).
	Prepare a Total Project Construction Estimate (TPCE)	DPW–PMD & DPR	Completed 11/26/2008	In conjunction with DPW-PMD and other County departments, a Total Project Cost Estimate (TPCE) was completed in the amount of $619,750 The TPCE will be included in the Budget Adjustment (BA) and Authority to Proceed with Project Board Letter.
	Prepare Budget Adjustment (BA) and Authority to Proceed with Project Board Letter	DPR & CEO		A BA/Authority To Proceed with Project Board Letter is required to access funds.
			12/5/08	• Complete Board Letter Draft with input from DPW
			1/20/09	• File Board Letter after approvals/clearance from CEO and County Counsel, revisions are made.
			2/10/09	• Board Letter approved.
	DPR will request cost estimate from DPW-Mapping & Property Management (M&PM) to prepare legal description for relocated trail easement.	DPR	1/15/09 to 8/27/09 (7.5 months)	
	DPR will authorize DPW-M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW	1/15/09 to 10/15/09 (9 months)	
	• DPR will authorize DPW-M&PM to process the trail vacation and realignment.	DPW		

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• DPW-M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	Board letter to be approved 1/12/10	
	DPW to record new easement with County Recorder	DPR	2/4/10 to 2/18/10	
	Job Order Contract (JOC) Contractor to initiate construction of trail on newly established trail easement. Construction activities order at contractor's discretion. Below is the anticipated order: 1. Removal of existing sod and soil; 2. Form for curb edging; 3. Pour Concrete curbing and allow to cure; 4. Place and compact DG trail; 5. Install signage; and 6. Punch-list, corrective work, final walk-through.	DPW-PMD JOC	Projected start 3/15/10	JOC Contractor to prepare a construction schedule/timeline once contract in place; contract to be administered upon new easement final recordation with County Recorder.
	• **Segment 1 of trail complete**		**Projected 5/17/10**	Completion determined after approval by department authorizing JOC Contract (DPW).

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1 and 2	Construction Project Cost Estimate Trail Segment 1and 2	DPW-PMD & DPR		A JOC Method was determined to be the most cost effective and expeditious manner to complete the proposed trail improvements and storm drain structure replacement work.
		DPW-PMD	Completed 9/4/08	DPW-PDM revised the preliminary construction cost estimate. The Segment 1 cost estimate was $136,588 and the Segment 2 cost estimate was $51,148.
		DPW-PMD	Completed 11/26/08	TPCE covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD); A Total Project Cost Estimate (TPCE) is complete in the amount of $619,750
2	The County would vacate its current easement and acquire one that overlays the Las Virgenes Water District (LVWD) easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement.	DPR and DPW-M/PM	Completed 8/15/08	As of 8/15/2008, DPR has obtained written approval for the exchange-of-easements proposal from all five (5) affected property owners.
	Approval requested from LVWD to establish a storm drain easement for proposed storm drain improvements. The storm drain improvements are necessary to protect further storm damage erosion and wash-out in the subject trail segment.	DPR	Completed 11/13/08	Based on completed analysis of design scenarios and options to repair storm drain wash-out damage, the County would need to obtain approval from two (2) property owners for encroachment purposes necessary to place permanent storm drain protective structures upon their property. Written approval was received from LVWD on 11/13/08.
	Letters issued to two affected property owners (Kohl and T. Hare Estates) requesting extension of easements for the necessary storm drain infrastructure.	DPR	Completed 11/5/08 12/05/08	Issue letters to affected property owners requesting storm drain easements. Response due from property owners on request to establish storm drain easement.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR). • Trail improvements on newly established trail easement by JOC Contractor: 1. Replace storm drain infrastructure as required; 2. Minor grading for safety; 3. Install signage. **Segment 2 of Trail Complete**	DPW – M/PM	1/15/09 to 10/15/09 (9 months) 11/10/09 Board Letter approved 12/7/09 to 1/4/10 (3.5 weeks) 1/4/10 to 1/18/10 (2 weeks) 1/18/10 to 1/25/10 (1 week) **2/12/10**	
3, 4, and 5	Project Cost Estimate for specific minor grooming and re-work of existing Trail Segments 3, 4, and 5.	DPR	Completed 10/22/08	DPR will factor costs for fabrication and installation of trail signage in cooperation with County Trails Maintenance Crews into the Total Project Cost Estimate.
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/12/10**	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/12/10**	
5	Indian Falls HOA with DPR's support to negotiate a replacement easement with Property Owners Babyan and Pepperdine University. DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR).	DPR, HOA	Completed 1/15/09 to 10/15/09 11/10/09	DPR received approvals from property owners Noray Babyan (APN 282-1025-001) and Pepperdine University agreeing to location of a trail easement across the subject property.
5	Upon recordation of replacement easement, DPR will perform "grooming" (minor brush clearance and surface repairs) & install signage along the trail.	DPR	Trail "grooming" and the install-lation of trail signage will take approximately 90 days. 11/10/09 to 2/10/10	

- **Alternative** - As a result of DPR obtaining written approval from all affected property owners and both Home Owners Associations, County will proceed with the preferred plan and eliminate the "Alternative Plan" from the "Trail Action Plan Timeline and Status" report.

General Notes

Task	Responsible Parties	Comments	Status Update
Standard meeting time for a monthly joint conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator for the call, meeting Agenda and all written documents related to the project.	CEO, DPW DRP, DPR & COCO	Second teleconference meeting held 3/24/08; Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08; Fifth teleconference meeting held 6/23/08; Sixth teleconference meeting held 7/28/08; Seventh teleconference meeting held 8/25/08; Eight teleconference meeting held 9/29/08; Ninth teleconference meeting held 10/272008; Tenth teleconference meeting held 11/20/2008.	Standard process and meeting schedules have been approved by all departments.
CEQA requirements have been initially provided.	DPR	Initial review by DPR Environmental Section indicates the proposed improvements for Trail Segment 1 is anticipated to be Categorically *"Exempt";* The proposed improvements for Trail Segment 2 are anticipated to be Categorically "Exempt". The proposed box culvert, replacement of storm drain infrastructure and associated construction impacts require review and approval by U.S. Depart. of Fish and Game, Army Corp of Engineers and California Water Quality Control Board ("401" Permit required). A schedule for the above is subject to completion of construction cost estimates and design (plans and specifications) of the storm drain wash-out area. The schedule will be developed when all approval entities have been coordinated at the appropriate project stage.	
DPR investigating appropriate responsibility for future storm drain structure proposed for Trail Segment 2	DPR	The proposed storm drain is a replacement of an existing structure; the replacement is necessary to protect a County investment (future trail) and ensure trail user safety and uninterrupted use.	Requires working w/County Counsel, HOAs and DPR Regional Agency Operations and Maintenance to determine feasibility and responsibility for periodic maintenance.

COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"
Russ Guiney, Director

January 6, 2009

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES ELEVENTH STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office (CEO) and County Counsel to coordinate with the Departments of Regional Planning (DRP), Public Works (DPW), and Parks and Recreation (DPR) to provide a monthly status report regarding the Indian Falls and Indian Springs trail connections. Attached is the 11 monthly Action Plan and Timeline Status Report (Attachment A).

December 2008 updates include the following:

Indian Springs and Indian Falls Trail Budget Adjustment and Authority to Proceed with Project Board Letter

A Budget Adjustment and Authority to Proceed Board Letter for the project is being drafted by DPR which will include the Total Project Cost Estimate (TPCE) prepared by DPW-Project Management Division (DPW-PMD), estimated in the amount of $619,750. The TPCE includes costs for design, property and mapping activities, construction, inspection, and signage, as well as anticipated fees for permits from governing agencies with jurisdictional authority. A draft of the Board Letter is anticipated to be completed on January 6, 2009. The Board letter is currently scheduled for the March 10, 2009 agenda.

Indian Falls Trail Connection (Trail Segment 2)

The Department of Parks and Recreation has received written approval in-concept from two of three affected property owners (Los Virgenes Municipal Water District (LVMWD) and Dr. T. Hare) to establish a storm drain easement for proposed improvements. DPR has been in communication with the third affected property owner (Kohl Estate) in conjunction with the Indian Falls Homeowners Association (HOA) President to secure the Kohl Estate's approval to the above easement. The property owner requested further clarification of the proposal. DPR has provided return calls to the owner and will be making further attempts, including a site meeting to expedite resolution of this request. Due to the holidays, DPR anticipates obtaining a response by January 8, 2009.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM:NB tls/g:indianfalls memo_11

Attachment (1)

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Acting Director, Public Works
Director, Regional Planning

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

JANUARY 6, 2009

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
All	A preliminary budget estimate developed for planning purposes only, to be prepared by Parks and Recreation, with input from other County departments.	DPR	Completed	DPR developed an estimated preliminary project budget (includes DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
	A Total Project Cost Estimate (TPCE) covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD)	DPW-Project Management Division (DPW-PMD)	Completed	The draft TPCE, which includes construction activities (Segments 1 and 2), property and mapping activities (Segments 1, 2, and 5), and signage (Segments 1 through 5), has been initially determined in the amount of approximately $505,000.
			Completed 11/26/2008	The TPCE was been refined by DPW-PMD, in conjunction with other County departments. Incorporating final input for services or cost information for the project. The TPCE amount of $619, 750 will be included in the Budget Adjustment (BA) and Authority to Proceed with Project Board Letter.
1	Indian Springs HOA approved new easement, and the County will vacate the existing trail easement and relocate the trail.	Parks and Recreation (DPR) & CEO/Capital Projects (CP)		
	Trail Construction Cost Estimate (Segment 1 - Construction)	DPW-PMD	Completed	The preliminary cost estimate to construct Trail Segment 1, as a Job Order Contract (JOC), was finalized by DPW-PMD and submitted to DPR. An updated construction cost estimate was finalized by DPW-PMD on 9/4/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPR to identify source of additional project funds.	DPR	Completed	DPR identified additional funds for all project costs (i.e. Department Service Orders (DSOs), Project Management, Recording of Easements and associated mapping, construction and signage).
	Prepare a Total Project Construction Estimate (TPCE)	DPW–PMD & DPR	Completed	In conjunction with DPW-PMD and other County departments, a TPCE was completed in the amount of $619, 750. The TPCE will be included in the Budget Adjustment (BA) and Authority to Proceed with Project Board Letter.
	Prepare Budget Adjustment (BA) and Authority to Proceed with Project Board Letter	DPR & CEO	1/6/09 2/26/09 3/10/09	A BA/Authority To Proceed with Project Board Letter is required to access funds. • Complete Board Letter Draft with input from DPW-PMD. • File Board Letter after approvals/clearance from CEO and County Counsel, revisions are made. • Board Letter approved.
	DPR will request cost estimate from DPW-Mapping & Property Management (M&PM) to prepare legal description for relocated trail easement.	DPR	3/15/09 to 10/27/09 (7.5 months)	
	DPR will authorize DPW-M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW	3/15/09 to 12/15/09 (9 months)	
	• DPR will authorize DPW-M&PM to process the trail vacation and realignment.	DPW		

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• DPW-M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	Board letter to be approved 2/11/10	
	DPW to record new easement with County Recorder	DPR	2/18/10 to 2/28/10	
	Job Order Contract (JOC) Contractor to initiate construction of trail on newly established trail easement.	DPW-PMD JOC	Projected start 3/15/10	JOC Contractor to prepare a construction schedule/timeline once contract in place; contract to be administered upon new easement final recordation with County Recorder.
	Construction activities order at contractor's discretion. Below is the anticipated order: 1. Removal of existing sod and soil; 2. Form for curb edging; 3. Pour Concrete curbing and allow to cure; 4. Place and compact DG trail; 5. Install signage; and 6. Punch-list, corrective work, final walk-through.			
	• **Segment 1 of trail complete**		**Projected 5/17/10**	Completion determined after approval by department authorizing JOC Contract (DPW).

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1 and 2	Construction Project Cost Estimate Trail Segment 1and 2	DPW-PMD & DPR		A JOC Method was determined to be the most cost effective and expeditious manner to complete the proposed trail improvements and storm drain structure replacement work.
		DPW-PMD	Completed 9/4/08	DPW-PDM revised the preliminary construction cost estimate. The Segment 1 cost estimate was $136,588 and the Segment 2 cost estimate was $51,148.
		DPW-PMD	Completed 11/26/08	TPCE covering all five segments is being prepared by DPW-PMD; A Total Project Cost Estimate (TPCE) is complete in the amount of $619,750.
2	The County would vacate its current easement and acquire one that overlays the Las Virgenes Water District (LVWD) easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement.	DPR and DPW-M/PM	Completed 8/15/08	As of 8/15/2008, DPR has obtained written approval for the exchange-of-easements proposal from all five (5) affected property owners.
	Approval requested from LVWD to establish a storm drain easement for proposed storm drain improvements. The storm drain improvements are necessary to protect further storm damage erosion and wash-out in the subject trail segment.	DPR	Completed 11/13/08	Based on completed analysis of design scenarios and options to repair storm drain wash-out damage, the County would need to obtain approval from two (2) property owners for encroachment purposes necessary to place permanent storm drain protective structures upon their property. Written approval was received from LVWD on 11/13/08.
	Letters issued to two affected property owners (Kohl and T. Hare Estates) requesting extension of easements for the necessary storm drain infrastructure.	DPR	Completed 11/5/08 1/8/09	Issue letters to affected property owners requesting storm drain easements. Response due from final remaining property owner (Kohl) on request to establish storm drain easement.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR). • Trail improvements on newly established trail easement by JOC Contractor: 1. Replace storm drain infrastructure as required; 2. Minor grading for safety; 3. Install signage. **Segment 2 of Trail Complete**	DPW – M/PM	3/11/09 to 12/15/09 (9 months) 1/10/10 Board Letter approved 1/7/10 to 1/28/10 (3.5 weeks) 1/28/10 to 2/18/10 (2 weeks) 2/18/10 to 2/28/10 (1 week) **2/28/10**	
3, 4, and 5	Project Cost Estimate for specific minor grooming and re-work of existing Trail Segments 3, 4, and 5.	DPR	Completed 10/22/08	DPR will factor costs for fabrication and installation of trail signage in cooperation with County Trails Maintenance Crews into the Total Project Cost Estimate.
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/28/10**	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/28/10**	
5	Indian Falls HOA with DPR's support to negotiate a replacement easement with Property Owners Babyan and Pepperdine University. DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR).	DPR, HOA	Completed 3/11/09 to 12/15/09 1/10/10	DPR received approvals from property owners Noray Babyan (APN 282-1025-001) and Pepperdine University agreeing to location of a trail easement across the subject property.
5	Upon recordation of replacement easement, DPR will perform "grooming" (minor brush clearance and surface repairs) & install signage along the trail.	DPR	Trail "grooming" and the install-lation of trail signage will take approximately 90 days. 1/10/10 to 3/10/10	

- **Alternative** - As a result of DPR obtaining written approval from all affected property owners and both Home Owners Associations, County will proceed with the preferred plan and eliminate the "Alternative Plan" from the "Trail Action Plan Timeline and Status" report.

General Notes

Task	Responsible Parties	Comments	Status Update
Standard meeting time for a monthly joint conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator for the call, meeting Agenda and all written documents related to the project.	CEO, DPW DRP, DPR & COCO	Second teleconference meeting held 3/24/08; Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08; Fifth teleconference meeting held 6/23/08; Sixth teleconference meeting held 7/28/08; Seventh teleconference meeting held 8/25/08; Eight teleconference meeting held 9/29/08; Ninth teleconference meeting held 10/272008; Tenth teleconference meeting held 11/20/2008. Due to scheduling issues, the Eleventh teleconference was cancelled in-lieu of individual meeting with the coordinating departments.	Standard process and meeting schedules have been approved by all departments.
CEQA requirements have been initially provided.	DPR	Initial review by DPR Environmental Section indicates the proposed improvements for Trail Segment 1 is anticipated to be Categorically *"Exempt";* The proposed improvements for Trail Segment 2 are anticipated to be Categorically "Exempt". The proposed box culvert, replacement of storm drain infrastructure and associated construction impacts require review and approval by U.S. Depart. of Fish and Game, Army Corp of Engineers and California Water Quality Control Board ("401" Permit required). A schedule for the above is subject to completion of construction cost estimates and design (plans and specifications) of the storm drain wash-out area. The schedule will be developed when all approval entities have been coordinated at the appropriate project stage.	
DPR investigating appropriate responsibility for future storm drain structure proposed for Trail Segment 2	DPR	The proposed storm drain is a replacement of an existing structure; the replacement is necessary to protect a County investment (future trail) and ensure trail user safety and uninterrupted use.	Requires working w/County Counsel, HOAs and DPR Regional Agency Operations and Maintenance to determine feasibility and responsibility for periodic maintenance.

COUNTY OF LOS ANGELES

DEPARTMENT OF PARKS AND RECREATION

"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

February 3, 2009

TO: Each Supervisor

FROM: Russ Guiney
Director

SUBJECT: **INDIAN FALLS AND INDIAN SPRINGS ESTATES – 12 STATUS REPORT**

On February 12, 2008, your Board directed the Chief Executive Office (CEO) and County Counsel to coordinate with the following departments; Regional Planning (DRP), Public Works (DPW), and Parks and Recreation (DPR) to provide a monthly status report regarding the Indian Falls and Indian Springs trail connections. Attached is the 12 monthly Action Plan and Timeline Status Report (Attachment A).

A monthly coordinating meeting was held on January 26, 2009, with the CEO, DRP, DPW and DPR to ensure all issues would be addressed in the subject report. The January 2009 updates include the following:

Indian Falls Trail Connection (Trail Segment 2)

On January 26, 2009, DPR received written approval in-concept from the final of three affected property owners (Kohl Estate) to establish an easement for storm drain improvements and repairs needed to support the proposed trail project.

Indian Springs and Indian Falls Trail Planning Phase Completed

The Department of Parks and Recreation has completed the tasks necessary to complete the planning phase of the project; including trail planning, GPS mapping work, securing property owner and HOA in-concept approvals, and identifying funding.

On January 14, 2009, CEO-Capital Projects met with DPR to provide instructions for transfer of the project to the Department of Public Works Project Management Division (DPW-PMD) to initiate the "Project Implementation" phase (including preparation and filing of the necessary Board Letter).

In addition, on January 28, 2009, DPR provided a Project Facility Program (Facility Program) to DPW-PMD as requested by the CEO as part of the transfer of the subject project.

DPW-PMD will be responsible for providing monthly status update reports, which will confirm or update the project timeline and report on recent and upcoming project activities.

If you have any questions, please contact me at (213) 738-2951 or your staff may contact Larry Hensley, Chief of Planning at (213) 351-5098.

RG:LH:FM:NB tls/g:indianfalls memo_12a

Attachment (1)

c: Bill T Fujioka, Chief Executive Officer
Sachi A. Hamai, Executive Office, Board of Supervisors
Christina Salseda, County Counsel
Gail Farber, Director, Public Works
Bruce McClendon, Director, Regional Planning
Dorothea Park, Chief Executive Office
Park Deputies

TRAIL ACTION PLAN TIMELINE AND STATUS

INDIAN SPRINGS (T.M. 33622) AND INDIAN FALLS ESTATES (T.M. 42353)

February 3, 2009

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
All	A preliminary budget estimate developed for planning purposes only, to be prepared by Parks and Recreation, with input from other County departments.	DPR	Completed	DPR developed an estimated preliminary project budget (includes DPW-PMD – construction activities, DPW-Mapping & Property Management – property and mapping activities, and DPR – signage).
	A Total Project Cost Estimate (TPCE) covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD)	DPW-Project Management Division (DPW-PMD)	Completed	The draft TPCE, which includes construction activities (Segments 1 and 2), property and mapping activities (Segments 1, 2 and 5), and signage (Segments 1 through 5), has been initially determined in the amount of approximately $505,000.
			Completed	The TPCE was been refined by DPW-PMD, in conjunction with other County departments. Incorporating final input for services or cost information for the project. The TPCE amount of $619, 750 will be included in the Budget Adjustment (BA) and Authority to Proceed with Project Board Letter.
1	Indian Springs HOA approved new easement, and the County will vacate the existing trail easement and relocate the trail.	Parks and Recreation (DPR) & CEO/Capital Projects (CP)		
	Trail Construction Cost Estimate (Segment 1 - Construction)	DPW-PMD	Completed	The preliminary cost estimate to construct Trail Segment 1, as a Job Order Contract (JOC), was finalized by DPW-PMD and submitted to DPR. An updated construction cost estimate was finalized by DPW-PMD on 9/4/08.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPR to identify source of additional project funds.	DPR	Completed	DPR identified additional funds for all project costs (i.e. Department Service Orders (DSOs), Project Management, Recording of Easements and associated mapping, construction and signage).
	Prepare a Total Project Construction Estimate (TPCE)	DPW–PMD & DPR	Completed	In conjunction with DPW-PMD and other County departments, a Total Project Cost Estimate (TPCE) was completed in the amount of $619, 750. The TPCE will be included in the Budget Adjustment (BA) and Authority to Proceed with Project Board Letter.
	Project was transferred to DPW-PMD along with responsibility for continuing monthly memo's and status reports to the Supervisor's offices and project team.	DRP & DPW	January 28, 2009	
	Prepare Budget Adjustment (BA) and Authority to Proceed with Project Board Letter	DPW-PMD	To be determined by DPW	A BA/Authority To Proceed with Project Board Letter is required to access funds. DPR provided a draft of the Board Letter to DPW-PMD.
			02/25/09*	• Complete Board Letter
			04/09/09*	• File Board Letter after approvals/clearance from CEO and County Counsel, revisions are made.
			04/21/09*	• Board Letter approved.
			*DPW will confirm dates	
	DPR will authorize DPW-M&PM to survey and prepare legal description for relocated trail easement.	DPR & DPW		
	• DPR will authorize DPW-M&PM to process the trail vacation and realignment.	DPW		

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	• DPW-M&PM to prepare necessary Board letter and associated documents, including the legal description, for the vacation of the existing trail easement and establishment of the relocated trail easement.	DPW	3/15/09 to 12/15/09 (9 months)	
	DPW to record new easement with County Recorder	DPR	Board letter to be approved 2/11/10	
	Job Order Contract (JOC) Contractor to initiate construction of trail on newly established trail easement.	DPW-PMD JOC	2/18/10 to 2/28/10	JOC Contractor to prepare a construction schedule/timeline once contract in place; contract to be administered upon new easement final recordation with County Recorder.
	Construction activities order at contractor's discretion. Below is the anticipated order: 1. Removal of existing sod and soil; 2. Form for curb edging; 3. Pour Concrete curbing and allow to cure; 4. Place and compact DG trail; 5. Install signage; and 6. Punch-list, corrective work, final walk-through.		Projected start 3/15/10	
	• **Segment 1 of trail complete**		**Projected 5/17/10**	Completion determined after approval by department authorizing JOC Contract (DPW).

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
1 and 2	Construction Project Cost Estimate Trail Segment 1and 2	DPW-PMD and DPR		A JOC Method was determined to be the most cost effective and expeditious manner to complete the proposed trail improvements and storm drain structure replacement work.
		DPW-PMD	Completed	DPW-PDM revised the preliminary construction cost estimate. The Segment 1 cost estimate was $136,588 and the Segment 2 cost estimate was $51,148.
		DPW-PMD	Completed	TPCE covering all five segments is being prepared by DPW-Project Management Division (DPW-PMD); A Total Project Cost Estimate (TPCE) is complete in the amount of $619,750
2	The County would vacate its current easement and acquire one that overlays the Las Virgenes Water District (LVWD) easement. The LVWD easement has a legal description and survey which would be used for the County's overlay easement.	DPR and DPW-M/PM	Completed	As of 8/15/2008, DPR has obtained written approval for the exchange-of-easements proposal from all five (5) affected property owners.
	Approval requested from LVWD to establish a storm drain easement for proposed storm drain improvements. The storm drain improvements are necessary to protect further storm damage erosion and wash-out in the subject trail segment.	DPR	Completed	Based on completed analysis of design scenarios and options to repair storm drain wash-out damage, the County would need to obtain approval from two (2) property owners for encroachment purposes necessary to place permanent storm drain protective structures upon their property. Written approval was received from LVWD on 11/13/08.
	Letters issued to two affected property owners (Kohl and T. Hare Estates) requesting extension of easements for the necessary storm drain infrastructure.	DPR	Completed	Issue letters to affected property owners requesting storm drain easements.
			Completed 1/26/09	Obtained approval from remaining property owner (Kohl) requesting to establish storm drain easement.

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
	DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR). • Trail improvements on newly established trail easement by JOC Contractor: 1. Replace storm drain infrastructure as required; 2. Minor grading for safety; 3. Install signage. **Segment 2 of Trail Complete**	DPW – M/PM	3/11/09 to 12/15/09 (9 months) 1/10/10 Board Letter approved 1/7/10 to 1/28/10 (3.5 weeks) 1/28/10 to 2/18/10 (2 weeks) 2/18/10 to 2/28/10 (1 week) **2/28/10**	
3, 4, and 5	Project Cost Estimate for specific minor grooming and re-work of existing Trail Segments 3, 4, and 5.	DPR	Completed 10/22/08	DPR will factor costs for fabrication and installation of trail signage in cooperation with County Trails Maintenance Crews into the Total Project Cost Estimate.
3	County owns the easement and is ready to proceed with signage and maintenance. However, DPR would wait until Segments 1 and 2 are constructed. **Segment 3 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/28/10**	

Trail Segment	Task	Responsible Parties	Estimated Timeline	Status Update
4	County owns the easement and is ready to proceed with signage and maintenance. However, DPR will wait until Segments 1 and 2 are constructed. **Segment 4 of Trail Complete**	DPR	Will be done concurrently with signage and maintenance of Segments 1 and 2. **2/28/10**	
5	Indian Falls HOA with DPR's support to negotiate a replacement easement with Property Owners Babyan and Pepperdine University. DPR will authorize DPW-M&PM to process the trail vacation and re-alignment. • The Board letter will be written by DPW M&PM (with assistance from DPR).	DPR, HOA	Completed 3/11/09 to 12/15/09 1/10/10	DPR received approvals from property owners Noray Babyan (APN 282-1025-001) and Pepperdine University agreeing to location of a trail easement across the subject property.
5	Upon recordation of replacement easement, DPR will perform "grooming" (minor brush clearance and surface repairs) & install signage along the trail.	DPR	Trail "grooming" and the install-lation of trail signage will take approximately 90 days. 1/10/10 to 3/10/10	

- **Alternative** - As a result of DPR obtaining written approval from all affected property owners and both Home Owners Associations, County will proceed with the preferred plan and eliminate the "Alternative Plan" from the "Trail Action Plan Timeline and Status" report.

General Notes

Task	Responsible Parties	Comments	Status Update
Standard meeting time for a monthly joint conference call is scheduled to take place on the 4th Monday of each month. DPR is the coordinator for the call, meeting Agenda and all written documents related to the project.	CEO, DPW DRP, DPR & COCO	Second teleconference meeting held 3/24/08; Third teleconference meeting held 4/28/08; Fourth teleconference meeting held 5/27/08; Fifth teleconference meeting held 6/23/08; Sixth teleconference meeting held 7/28/08; Seventh teleconference meeting held 8/25/08; Eight teleconference meeting held 9/29/08; Ninth teleconference meeting held 10/272008; Tenth teleconference meeting held 11/20/2008. Due to scheduling issues, the Eleventh teleconference was cancelled in-lieu of individual meeting with the coordinating departments. Twelfth teleconference meeting held 1/26/09	Standard process and meeting schedules have been approved by all departments.
CEQA requirements have been initially provided.	DPR	Initial review by DPR Environmental Section indicates the proposed improvements for Trail Segment 1 is anticipated to be Categorically *"Exempt";* The proposed improvements for Trail Segment 2 are anticipated to be Categorically "Exempt". The proposed box culvert, replacement of storm drain infrastructure and associated construction impacts require review and approval by U.S. Depart. of Fish and Game, Army Corp of Engineers and California Water Quality Control Board ("401" Permit required). A schedule for the above is subject to completion of construction cost estimates and design (plans and specifications) of the storm drain wash-out area. The schedule will be developed when all approval entities have been coordinated at the appropriate project stage.	
DPR investigating appropriate responsibility for future storm drain structure proposed for Trail Segment 2	DPR	The proposed storm drain is a replacement of an existing structure; the replacement is necessary to protect a County investment (future trail) and ensure trail user safety and uninterrupted use.	Requires working w/County Counsel, HOAs and DPR Regional Agency Operations and Maintenance to determine feasibility and responsibility for periodic maintenance.