

SJRC Fee Collection Policy and Fee Schedule

Contents

Purpose.....	2
Prerequisites	2
Authorized Employees.....	2
General Procedure.....	3
Checks.....	3
Electronic Pay Stations	4
Fees and Charges	4
Day Use Parking and Trailer Fees.....	5
Discounted or Free Passes	5
Volunteer Passes and Placards	5
Disabled and Disabled Veteran/Prisoner of War Passes	5
Annual Pass for Conservancy Owned Properties	5
Sale of Passes	6
Replacement Passes.....	6
Cancelations and Refunds.....	6
Exceptions to Fees	6
Field Trips and School Groups	6
Official Government Business	6
Special Event Permits	7
Special Events Involving the Sale of Alcoholic Beverages.....	9
Special Event Fees.....	10
Special Event Filing Fee.....	10
Special Event Activity Fee.....	10
Damage Deposit	11
Reporting Procedures	11
Permit Termination	11
Legislative Protocol Procedure	11

Purpose

The purpose of this document is to establish and adopt a written fee collection policy for the San Joaquin River Conservancy (Conservancy). The policy allows the San Joaquin River to fulfill San Joaquin River Conservancy Act Public Resources Code (PRC) Section 32536 which states *“The Conservancy may fix and collect fees for the use by the public of any lands owned or controlled by the Conservancy. No fee shall exceed the cost of providing the service for which the fee is charged.”*

The Conservancy is tasked with the operations and management of state-owned property which requires revenue to maintain. PRC Section 32529 states *“Land acquired by the Conservancy shall not be open to the public use until the board determines there are adequate funds available for the management of those lands.”*

It is important to note that fees provide a substantial portion of the funding necessary for the operation and maintenance of Conservancy owned properties. Additionally, fees for various types of permits and permissions, not otherwise allowed on Conservancy property, support staff time required to provide oversight and compliance with permit conditions and requirements.

To document the proper procedure for fee collection, handling, transport of fees collected by the Conservancy and their proper deposit into the SJRC account managed by the Department of Parks and Recreation – Accounting Services. The procedures described herein are intended to minimize opportunities for theft, fraud, misuse and ensure that funds are deposited in a timely manner for accurate reporting and provide documentation of fees and revenues received and purpose thereof.

Prerequisites

Prior to following this procedure, authorized employees shall be generally familiar with the types of fees and revenue they will handle, the appropriate account coding, and Conservancy practices regarding customer receipts.

Wherever possible, employees shall encourage customers to make fee payments via credit card, secure wire transfer, or e-check/ACH and shall facilitate those transactions. This is to minimize the need for check handling. No cash handling is allowed.

Under no circumstances shall employees take checks to their home. Teleworking employees that handle checks as part of their duties are required to make periodic visits to the Conservancy headquarters to process these payments. Employees transporting checks may use their personal vehicles if a Conservancy fleet vehicle is not available.

Authorized Employees

Employees will not be authorized to collect fees until they are trained in proper collection of fees and handling of payment methods. All fee collections will be stored in a locked safe.

The Executive Officer shall determine which employees are authorized to handle and/or transport checks. Generally, special event permit fees and other revenues are collected by the SSMI Administrative Lead/ Budget Manager. Employees with receptionist duties, such as an SSA, at the

Conservancy headquarters may collect checks from in-person visitors or receive them in the mail. The Executive Officer may also collect checks.

Keys for safes or secured areas are held by authorized employees.

General Procedure

Checks

When collecting fees and other revenues, the Conservancy may accept personal checks, traveler's checks, and cashier's checks as outlined below.

Personal Checks

SAM 8023 allows State agencies to deny acceptance of personal checks when:

- The services cannot be withdrawn if the check is dishonored.
- The individual previously gave a check, which was dishonored.
- When the check is drawn on a financial institution outside of the United States.

Traveler's and Cashier's Checks and Money Orders

The Conservancy may accept traveler's, cashier's checks, or money orders in payment of all fees collected. When an authorized employee accepts a traveler's check, cashier's check, or money order they enter the name of the party issuing the check, check number, and amount on the Chain of Custody and personal Receipts Log (also called a deposits log or check log). Traveler's and Cashier's checks should be listed on the deposit slip as a check and money order as a money order.

Acceptance of Checks

Checks may be accepted for services if they include preprinted information and are collected from visitors displaying proper identification. Checks may also be accepted from organized groups or well-established corporations or agencies (such as the Sierra Club, major corporations, etc.) in payment of fees for day use parking, trailer, special events, and other Conservancy charges. Checks may only be accepted for the exact cost of the service provided. Checks are to be made payable to the San Joaquin River Conservancy. Second party checks will not be accepted.

Authorized employees shall verify that the check is completed properly with the correct date, amount, and signature. Before accepting a check, record the individual's driver's license or DMV identification number and include what the check is being used to purchase (i.e. day use parking pass). Compare the face of the person with the picture on the license. Make sure the current address and telephone number are included on the check. The bank of issue and the ABA number is to be recorded on the Chain of Custody and personal Receipts Log.

Checks shall be immediately placed into a bank/money bag with a complete Chain of Custody form and personal Receipts Log, and then mailed to the Department of Parks and Recreation – Accounting Services, within 2 business days.

- Sealed bank/money bags may be held in a safe or secure area intermittently while awaiting delivery to the Department of Parks and Recreation – Accounting Services.

- When staffing allows, two employees shall always be present at each check-handling step, and both should sign the Chain of Custody form.
- At all times, employees shall endeavor to keep checks out of view and unobtainable by the public or non-authorized employees.
- Employees who receive check payments shall maintain a personal Receipts Log.

Procedures specific to accepting checks are as follows:

Payments by Check

Responsible Person	Description of Action
Authorized Employee	Employee shall be supplied with bank/money bags, and a Chain of Custody form and a personal Receipts Log.
Authorized Employee	Upon receipt of check, place into bank/money bag with completed Chain of Custody form and a personal Receipts Log.
Authorized Employee	Seal bank/money bags and store in a safe or secure area for no longer than 2 business days.
Authorized Employee	Certified mail to the Department of Parks and Recreation – Accounting Services within 2 business days.

Endorsement of Checks

All checks accepted by the Conservancy shall be stamped with an endorsement stamp by the Department of Parks and Recreation – Accounting Services prior to deposit.

Electronic Pay Stations

Electronic pay stations will be used to collect day use parking and trailer fees at Conservancy owned properties, where fees are collected. This method of collection assists in collecting fees that would be difficult, if not impossible, to collect with existing staff.

Procedures specific to certain types of revenue are as follows:

Payments at Electronic Pay Stations

Responsible Person	Description of Action
Authorized Employee	Print a collection report and report to the Department of Parks and Recreation – Accounting Services. File collection report in TEAMS.

Fees and Charges

The Conservancy collects a variety of fees for the use of properties and associated facilities. Such fees are recommended by the Conservancy's Executive Officer, in established with Conservancy Governing Board of Directors. These fees are based on the assumption that, while the general taxpayer supports the acquisition and development of San Joaquin River Parkway properties, there is no dedicated operations and maintenance funding. Therefore, the individuals who the properties should pay an additional amount for their continued operation and maintenance.

Day Use Parking and Trailer Fees

Day use parking fees, for parking within a Conservancy owned property that is open for public visitation, and the associated use of that property and its facilities (excluding boat and trailer parking fees). Trailer parking fees, are collected in addition to vehicle parking fees.

The goal is standardized fees across all properties open to the public, fees may vary when justified.

- Vehicle \$5/day
- Trailer additional \$7.00/day
- Buses and RVs \$9.00/day
- School buses transporting for school field trips – no charge
- Associated school trip personal vehicles – no charge
- Exceptions: Friant Cove shall not charge a day use parking fee

Day Use Parking and Trailer Fees will be evaluated annually by the Conservancy to determine if any modifications are necessary to sustain operation and maintenance of Conservancy owned properties.

For parking within a Conservancy owned property that is closed for public visitation, and where access is requested and approved in advance, in writing, by the Conservancy's Executive Officer, a gate opening fee of \$50/visit will be charged.

Discounted or Free Passes

Volunteer Passes and Placards

Active volunteers may be issued a volunteer placard, which allows the bearer free day use parking within a specific Conservancy owned property. These volunteer passes are issued for a specific date or event on Conservancy property and are non-transferable.

Disabled and Disabled Veteran/Prisoner of War Passes

Qualified disabled persons, disabled veterans, and prisoners of war may use Conservancy owned properties and facilities, for a onetime fee of \$5.00.

The onetime \$5.00 fee and associated pass is valid on an annual basis from January 1 through December 31. California residency is not required.

To qualify for this pass, the applicant must provide the following documentation:

- Disabled Veteran/Prisoner of War Pass Program Application, or
- Disabled Program Application, and
- Proof of disability rated at 50% or greater or 100% for reasons of employability, or
- Proof of wartime veteran or POW status

Annual Pass for Conservancy Owned Properties

The Annual Day Use Parking Pass is good for one passenger vehicle entry and parking at all Conservancy owned properties where fees are collected. The fee for the Conservancy Annual Pass will be \$100 annually.

The Annual Day Use Parking and Trailer Pass is good for one passenger vehicle and entry and trailer parking at all Conservancy owned properties where fees are collected. The fee for the Conservancy Annual Pass will be \$150 annually.

Each Annual Pass is valid from January 1 through December 31.

Sale of Passes

Disabled, Disabled Veteran/ Prisoner of War Annual, and Annual passes are sold at the Conservancy's headquarters. When a pass is sold, the purchaser of each pass will be given an accompanying Annual Use Pass – Information Sheet (Attachment X).

Replacement Passes

Up to one replacement pass may be issued each year.

Cancellations and Refunds

All sales are final. No refunds shall be issued.

Exceptions to Fees

Pursuant to San Joaquin River Conservancy Regulations, adopted by the San Joaquin River Governing Board in July 2025, no person shall use or be present in any unit for which a use fee has been established by the San Joaquin River Conservancy or its authorized operators, pursuant to Public Resources Code 32536, without paying such fee. Nonpayment of the required fee is a violation subject to enforcement and the penalties. The San Joaquin River Conservancy Governing Board or the Executive Officer, may waive or discount the payment of use fees for specific activities for reasons consistent with the purposes, mission, and objectives of the San Joaquin River Conservancy.

Field Trips and School Groups

The Conservancy encourages the use of properties for educational purposes, including field trips. Day use parking fees are not charged for school groups (K-12) provided reservations have been made.

Reservations must be made at least 15 days prior to the proposed date of visit to allow preparation and scheduling for Conservancy staff, as needed. The request for a reservation must be signed by the head teacher or the principal of the school where the students attend (Attachment X). School groups shall be accompanied by enough school-appointed adults or teachers to maintain order and their chaperones and teachers shall accompany the students while on tour of the Conservancy owned property. The Conservancy reserves the right to set daily capacity limits for school groups.

Official Government Business

Day use parking fees are not charged for state officers, employees, contractors, or agents conducting official business under the direction or request of, or after obtaining prior written approval from, the San Joaquin River Conservancy.

Special Event Permits

A special event is defined as a non-routine occasion that stands out from everyday operations or property use. Special events should be viewed as a way to promote the Conservancy, encourage public uses consistent with our mission, create and improve community, and encourage new users to visit Conservancy owned properties, thus increasing future attendance and revenue.

A special event permit is required if any of the following exists:

- The activity is significantly different from general property use;
- Participants are charged additional fees beyond regular use fees;
- There is greater potential hazard or liability to the State than is incurred through typical daily activities;
- The event requires exclusive use of an area within the property;
- The event interferes significantly with the public's use of an area (this type of event should not occur during peak season or result in the entire closure of a unit to the public);
- There is a need for additional staffing to host, lead, or provide event management and oversight;
- The activity has a significant impact on the resources;
- The event involves the sale of items or services, or where donations are requested and/or accepted.

Special event permits allow for short term use of Conservancy properties or facilities for such purposes as, but not limited to:

- **Recreational Events**
Athletic events, fishing tournaments, group paddling or watercraft tours, or similar events and activities.
- **Educational Events**
Educational programs, historical pageants or fairs, wildlife or nature walks, group paddling or watercraft tours, or similar events and activities.
- **Community Events**
Resource fairs, meetings, musical concerts, fundraising, or similar events and activities.
- **Private/Exclusive Events**
Celebrations, weddings, receptions, banquets, meetings, outside agency or group picnics with special circumstances, or similar events and activities.

For any event that meets the special event criteria listed above, the permittee must file a Special Event Application (Attachment X). All applicable use fees established by the San Joaquin River Conservancy or its authorized operators, pursuant to Public Resources Code 32536, shall be collected at special events.

Procedures specific to Special Events:

<u>Responsibility</u>	<u>Action</u>
Permittee	Completes Special Event Application and submits all mandatory forms including the permit filing fee to the Conservancy.
Conservancy Program Manager or Designee	Reviews submittal. If recommended for approval, drafts Special Event Permit. Sends draft Special Event Permit and submitted forms to the Conservancy's Executive Officer at least 30 days in advance of event. If there is a potential for denial, reviews submitted materials with Conservancy's Executive Officer.
Conservancy Executive Officer	Reviews draft Special Event Permit and submitted forms and approves or denies. If the special event is denied the Executive Officer will notify the Conservancy Governing Board. Returns final Special Event Permit to the Conservancy Program Manager.
Permittee	Receives Special Event Permit. If the Special Event is denied, the Permittee may petition to the Conservancy's Governing Board.
Conservancy Program Manager or Designee	Schedule and conduct walkthrough with permittee before special event.
Permittee	Holds event and submits post event form and any additional Special Event fees required.
Conservancy Program Manager or Designee	Reviews post event form.

In addition to the Special Event Application, the permittee must also file a Special Event Application Supplement (Attachment X), for events which:

1. Involve the sale or use of alcoholic beverages;
2. Require liability insurance;
3. Charge participant fees beyond regular use fees;
4. Involve the sale of items or services; or
5. Have special conditions or requirements.

Special event permits will normally be approved by the Executive Officer (or designee), in writing. Once the special event permit is approved, the Conservancy Program Manager, or their designee, should schedule a walkthrough of the proposed use site with the permittee in advance of the event, and discuss both the special event permit and special event terms and conditions to prevent conflicts or misunderstandings.

Below are specific permit processing instructions for different types of events. If the permit is disapproved at any point in a process, the Executive Officer will notify the Conservancy Governing Board. If a special event is denied, the applicant may appeal the decision to the Conservancy Governing Board at the next regularly scheduled Board meeting.

Special Events Involving the Sale of Alcoholic Beverages

In all cases involving the sale of alcoholic beverages, the permittee must obtain a license to sell alcoholic beverages from the State Department of Alcoholic Beverage Control (ABC) before the scheduled event. The permittee must allow sufficient lead time for both the Department and ABC procedures to be completed.

Procedures specific to permits involving the sale of alcoholic beverages:

Responsibility	Action
Permittee	Complete Special Event Application and Special Event Application Supplement. Submits all mandatory forms, ABC License, and the permit filing fee to the Conservancy.
Conservancy Program Manager or Designee	Reviews submittal. If recommended for approval, drafts Special Event Permit. Sends draft Special Event Permit and submitted forms to the Conservancy's Executive Officer at least 30 days in advance of event. If there is a potential for denial, reviews submitted materials with Conservancy's Executive Officer.
Conservancy Executive Officer	Reviews draft Special Event Permit and submitted forms and approves or denies. If the special event is denied the Executive Officer will notify the Conservancy Governing Board. Returns final Special Event Permit to the Conservancy Program Manager.
Permittee	Receives Special Event Permit. If the Special Event is denied, the Permittee may petition to the Conservancy's Governing Board.
Conservancy Program Manager or Designee	Schedule and conduct walkthrough with permittee before special event.
Permittee	Holds event and submits post event form and any additional Special Event fees required.
Conservancy Program Manager or Designee	Reviews post event form.

Special Event Fees

Fees due to the Conservancy related to a special event permit should be collected in advance of the event except when the permittee is required to pay a percentage of the gross profits after the event. If the permittee is unable to make advance payment to the Conservancy, the permittee may be required to post a performance bond guaranteeing payment to the Conservancy upon default.

The San Joaquin River Conservancy Governing Board or the Executive Officer, may waive or discount the payment of special event filing and/or activity fees for Conservancy sponsored or co-sponsored events.

Special Event Filing Fee

A special event filing fee of \$50 will be charged to the permittee at the time of application submittal. If the application is filed less than 30 days prior to the event, this fee may be increased to \$100.

Special Event Activity Fee

Special event activity fees (in addition to regular use fees) will be determined by the Conservancy's Executive Officer based on costs incurred by the Conservancy and consideration of prevailing fees for comparable facilities in the locality. If there are any special requests or requirements (extra portable sanitary facilities, additional patrol, etc.), which may involve use of State personnel, the permittee will be charged an amount according to the number of hours and classifications involved using the SAM billing rate formula in SAM Section 8140. In no case where a fee is required, shall the fee charged be less than operational costs or the minimum special event activity fee of \$200.

For special events where participants are charged additional fees beyond regular use fees or where revenue is generated or accepted on Conservancy property for non-Conservancy purposes, additional fees special event fees may be collected. These types of special events are considered commercial.

Additional special event activity fees shall be based on the following:

- The extent of the area used;
- The size and scope of the event;
- The impact on resources and facilities;
- Consideration of prevailing fees or comparable facilities in the locality;
- The amount of permittee's equipment to be placed on the property;
- The number of permittee's employees and vehicles using the property;
- The amount of profit permittee expects to make from retail sales at the event;
- The cost of services provided by the Conservancy (if this includes use of Conservancy personnel, use SAM billing rate to calculate charges);
- Any other considerations as appropriate.

The Conservancy's Executive Officer will charge the permittee a percentage of the gross profit from 10-25% for events designated to generate revenue with a profit-making incentive. Fees charged will be dependent upon the category of the event listed below:

- Conservancy sponsored or co-sponsored – Conservancy absorbs the cost

- Charitable nonprofit – Conservancy recoups operating cost
- Nonprofit (non-charitable) – sliding scale 10-25% of gross profit
- Commercial – Sliding scale charging between 10-25% of gross profits evaluated on a case-by-case basis considering factors listed above

Damage Deposit

The Conservancy's Executive Officer may charge the permittee a damage deposit in an amount at their discretion based on the activity and the probability of occurrence. Costs for damage repair and any fines/penalties for noncompliance with permit conditions will be deducted from this deposit. The Conservancy's Executive Officer (or designee) may authorize a refund of all or a portion of the damage deposit.

Reporting Procedures

Any fees collected in connection with the property are reported in the monthly Report of Collections with the source properly identified. The Report of Collections is sent directly to the SSMI Administrative Lead/ Budget Manager and is accompanied by the remittance itself or a Report of Deposit (STD 442 or 443).

Permit Termination

The Conservancy's Executive Officer, or designee, may terminate any permittee's activity when it is necessary for the safety and enjoyment of the public, for the protection of property or natural resources, or for violations of the permit or of any rules and regulations of the Conservancy. In the event of an emergency or unforeseen disaster, the special event permit may be cancelled without prior notice.

Legislative Protocol Procedure

This special event legislative protocol procedure is intended to provide clear and consistent direction for selected special events where it is desirable to have elected officials in attendance.

A. Event Planning

1. Contact Legislative Office- If legislators are to be invited, consult with the Legislative Office for names of local legislators, key committee members, and/or consultants who should be invited.
2. Send Written Invitation- Send invitations with adequate lead time. Consult with legislators' district offices after coordinating with the Legislative Office to avoid conflict with major legislative hearings, and check local officials' calendars before setting a date, if possible. Invitations should be sent whether or not you expect the official to be able to attend.

B. Public Information

1. Early Engagement- Inform the Conservancy's Executive Officer and the Conservancy Board as early in the planning as possible for assistance with promotion and publicity. This will allow the Conservancy to list the event in the Special Events Calendar, alert Conservancy Board members, and assist with press releases and media contacts.

C. Prior to the Event

1. Determine Speakers- Decide whether the elected officials are to talk. Usually if one talks, you must let all talk.
2. Coordinate for Special Needs- As practical, keep in contact with elected officials' staff members for any special needs or accommodations (i.e., timing, transport, parking) that may be needed.
3. Provide Written Guidance- Provide a letter well in advance of the event, including details such as time, location, directions, and/or a map, where to park, the expected role for the elected officials, and event schedule, the name of the contact person arriving at the event.
4. Confirm Attendance- As practical, call a few days ahead of the event and confirm attendance. Discuss any last-minute details.

D. Day of the Event

1. Contact Person- Have a Conservancy staff member assigned to meet elected officials. This should be the contact person previously named. If possible, this person should not be assigned other duties, which would interfere with being available to assist the elected officials.
2. Contact Station- Be sure that the contact station operator is briefed and has a list of those who are to be provided with free entrance to the event. The contact station operator (if applicable) can guide the legislators and officials to the contact person.
3. Refresh Roles- Upon meeting the elected officials, the contact person should brief them on the status of the event, refresh understandings of their roles in the event, provide name tags, and take care of any special needs or accommodations.

E. Event Follow-up

1. Thank You- Write thank you letters and invite the elected officials to come and visit the San Joaquin River Parkway again in the future.

If you have any questions regarding special event permits, please contact the Planning and Property Management Unit or the San Joaquin River Conservancy's Executive Officer, Kari Kyler Daniska, at kari.daniska@sjrc.ca.gov or 559-287-2650.



SCHOOL GROUP RESERVATION REQUEST - DAY USE ONLY

Property Name _____ Arrive by Auto _____ Bus _____
Proposed Date of Visit _____ Name of School or Group _____
Alternate Date(s) _____
Time of Visit _____ -- Alternate Time _____ --
Person in Charge _____ Phone Number _____
Age/Grade of Children _____ Number of Children _____
Adults _____

No day-use admission or parking fees will be charged for school groups (K through 12), accompanying teachers or adult leaders when reservations have been made.

Reservations must be made 15 days in advance of the proposed date of your visit to allow preparation and scheduling by park personnel. The request shall be submitted in duplicate to the Conservancy and must be signed by the principal of the school which the students attend. If more than one school is sending students on a proposed tour, the principal from each school must submit a request. The Conservancy reserves the right to combine tours when necessary. School groups shall be accompanied by enough school-appointed adult escorts or teachers to maintain order, and their escorts or teachers shall accompany the students while on the tour.

CERTIFICATION

The above-described visit is an official school outing or field trip and will be under the direction of school personnel.

Signed, Principal of School

FOR CONSERVANCY USE ONLY

- ☐ We are pleased to confirm your planned group visit for _____ at _____
☐ We regret that the time you requested for a group visit is not available.

Signed, Conservancy Executive

Officer