



STATE OF CALIFORNIA  
**SAN JOAQUIN RIVER  
CONSERVANCY**

GOVERNING BOARD

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**Kari Kyler Daniska**  
Chief Executive Officer

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Fresno, California 93729  
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**The San Joaquin River Conservancy Governing Board  
Will hold a regular meeting on  
April 1, 2026  
Call to order will begin at 9:00 a.m.**

**Board Meeting Location:  
Fresno City Hall  
2600 Fresno Street, Fresno CA, 93721**

**and California Natural Resources Agency  
715 P. Street, Room: 20-104 (Mojave Room)  
Sacramento, CA 95814**

**and online Via Teams  
[Click here to join the meeting](#)**

**MEETING AGENDA**

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**B. ROLL CALL**

**C. POTENTIAL CONFLICTS OF INTEREST**

Any Board member who has a potential conflict of interest may identify the item and recuse themselves from discussion and voting on the matter (FPPC §97105).

**D. PUBLIC COMMENT AND BUSINESS FROM THE FLOOR**

Ten minutes of the meeting are reserved for members of the public who wish to address the Conservancy Board on items of interest that are not on the agenda and are within the subject matter jurisdiction of the Conservancy. Speakers shall be limited to three minutes. The Board is prohibited by law from taking any action on matters discussed that are not on the agenda; no adverse conclusions should be drawn if the Board does not respond to public comments at this time.

**E. CONSENT ITEMS**

All items listed below will be approved in one motion unless removed from the Consent for discussion.

**E-1. INFORMATION ITEM:** Conservancy Budget Update.

**E-2. INFORMATION ITEM:** Strategic Plan Update.

**F. REGULAR SESSION ITEMS**

**F-1. INFORMATION ITEM:** San Joaquin River and Bluff Protection Initiative.

**F-2. INFORMATION ITEM:** Emergency Marking System for Parkway Properties.

**F-3. INFORMATION ITEM:** Tribal Access Invitation Program.

**F-4. ACTION ITEM:** Update Lanes and Gibson Property Remodel.

**F-5. ACTION ITEM:** Approve License Agreement for John Halpin.

**F-6. ACTION ITEM:** Approve Employee Incident and Injury Prevention Plan.

**G. ADMINISTRATIVE AND COMMITTEE REPORTS**

**G-1.** Deputy Attorney General Report

**G-2.** Executive Officer Report

**G-3.** Board Members' Reports and Comments

**G-4.** Organizations' Reports: If time allows oral and/or written updates from partners are encouraged, covering current or upcoming events and project updates or other items of relevance to the Conservancy.

**H. CLOSED SESSION**

Before convening in closed session, members of the public will be provided the opportunity to comment on Regular Session agenda items.

**H-1. Government Code Section 11126(e)(1)** The Act allows a state body to consult with its attorney about pending litigation in closed session when discussing the matter in open session would prejudice the state body's position.

**I. NEXT BOARD MEETING DATE**

The next meeting is scheduled for Wednesday, May 6, 2026, time and Location TBA.

**J. ADJOURN**

Board meeting notices, agendas, staff reports, and approved minutes are posted on the Conservancy's website, [www.sjrc.ca.gov](http://www.sjrc.ca.gov). For further information or if you need reasonable accommodation due to a disability, please contact [info@sjrc.ca.gov](mailto:info@sjrc.ca.gov).



**AGENDA ITEM**

**April 1, 2026**

**Item: E-1**

**To:** San Joaquin River Conservancy Governing Board

**From:** Kari Kyler Daniska, Chief Executive Officer

**Subject:** **INFORMATION ITEM:** Conservancy Budget Update.

**RECOMMENDATION:**

This report is provided for informational purposes only. No action by the San Joaquin River Conservancy Governing Board is required.

**PROPOSITION FUNDS:**

*Enc. 06/30/28, Revert. 06/30/30*

SAFE DRINKING WATER, WATER QUALITY AND SUPPLY, FLOOD CONTROL, RIVER AND COASTAL PROTECTION FUND OF 2006 (Proposition 84) (6051)		\$36,000,000.00
Program Delivery		(1,800,000.00)
Expenses		(33,203,665.13)
Committed Funds (SJRC Board)*		(996,334.87)
<b>Balance</b>		<b>\$00.00</b>

*Enc. 06/30/26, Revert. 06/30/28*

WATER QUALITY, SUPPLY, AND INFRASTRUCTURE IMPROVEMENT FUND (Proposition 1) (6083)		\$10,000,000.00
Program Delivery		(500,000.00)
Expenses		(3,688,911.57)
Committed Funds (SJRC Board)*		(2,000,000.00)
<b>Unallocated Balance</b>		<b>\$3,311,088.43</b>

*Enc. 06/30/28, Revert. 06/30/30*

THE CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018 (Proposition 68) (6088)		\$6,000,000.00
Program Delivery		(450,000.00)
Expenses		(5,550,000.00)
<b>Unallocated Balance</b>		<b>\$00.00</b>

SAFE DRINKING WATER, WILDFIRE PREVENTION,  
AND PROTECTING COMMUNITIES AND NATURAL  
LANDS FROM CLIMATE RISKS OF 2024

(Proposition 4)	\$11,000,000.00
Program Delivery	(770,000.00)
Expenses	-
<b>Unallocated Balance</b>	<b>\$10,230,000.00</b>

**GENERAL FUND (July 2021- June 2027):**

GENERAL FUND (0001)	\$15,000,000.00
Expenses	(7,473,620.86)
<b>Unallocated Balance</b>	<b>\$7,526,379.14</b>

**FISCAL YEAR 2025 - 2026:**

ENVIRONMENTAL LICENSE PLATE FUND (14000)	\$444,000.00
Expenses	(431,614.55)
<b>Unallocated Balance</b>	<b>\$12,385.45</b>

SAN JOAQUIN RIVER CONSERVANCY FUND (10002)	\$450,000.00
Expenses	(\$139,777.30)
<b>Unallocated Balance</b>	<b>\$310,222.70</b>

PROP 84 - PROGRAM DELIVERY (10006)	\$512,000.00
Expenses	(420,193.64)
<b>Unallocated Balance</b>	<b>\$91,806.36</b>

\* The funds have been authorized by the SJRC Board and are currently pending approval by the WCB Board for encumbrance.

For additional information, you may direct inquiries to San Joaquin River Conservancy's Chief Executive Officer, Kari Kyler Daniska, at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov).



**AGENDA ITEM**

**April 1, 2026**

**Item: E-2**

**To:** San Joaquin River Conservancy Governing Board

**From:** Kari Kyler Daniska, Chief Executive Officer

**Subject:** **INFORMATION ITEM:** Strategic Plan Update.

**RECOMMENDATION:**

This report is provided for informational purposes only. No action by the San Joaquin River Conservancy Governing Board is required.

**SUMMARY:**

The Conservancy has initiated the strategic planning process and has created a timeline showing the anticipated steps and milestones (Attachment 1).

The Chief Executive Officer has open office hours on Tuesdays from 9-11 AM, started meeting with stakeholder groups and community members to gather feedback, and has regular meetings with an internal steering committee for the development of the strategic plan.

Potential goals or areas of focus in the Strategic Plan include:

- Strengthen Tribal Partnerships and Advance Equity in Land Stewardship
- Advance Land Acquisition to Protect Habitat, Expand Public Access, and Support Regional Conservation Priorities
- Accelerate and Scale Habitat Restoration to Protect Biodiversity and Build Climate Resilience
- Expand Equitable Public Access while Protecting Natural and Cultural Resources
- Align Investments to Accelerate Parkway Development and Expand Equitable Public Access in Response to Evolving Recreation Trends
- Advance Adaptive Management through Science, Monitoring, and Traditional Ecological Knowledge
- Find Opportunities for Long-Term, Stable Funding

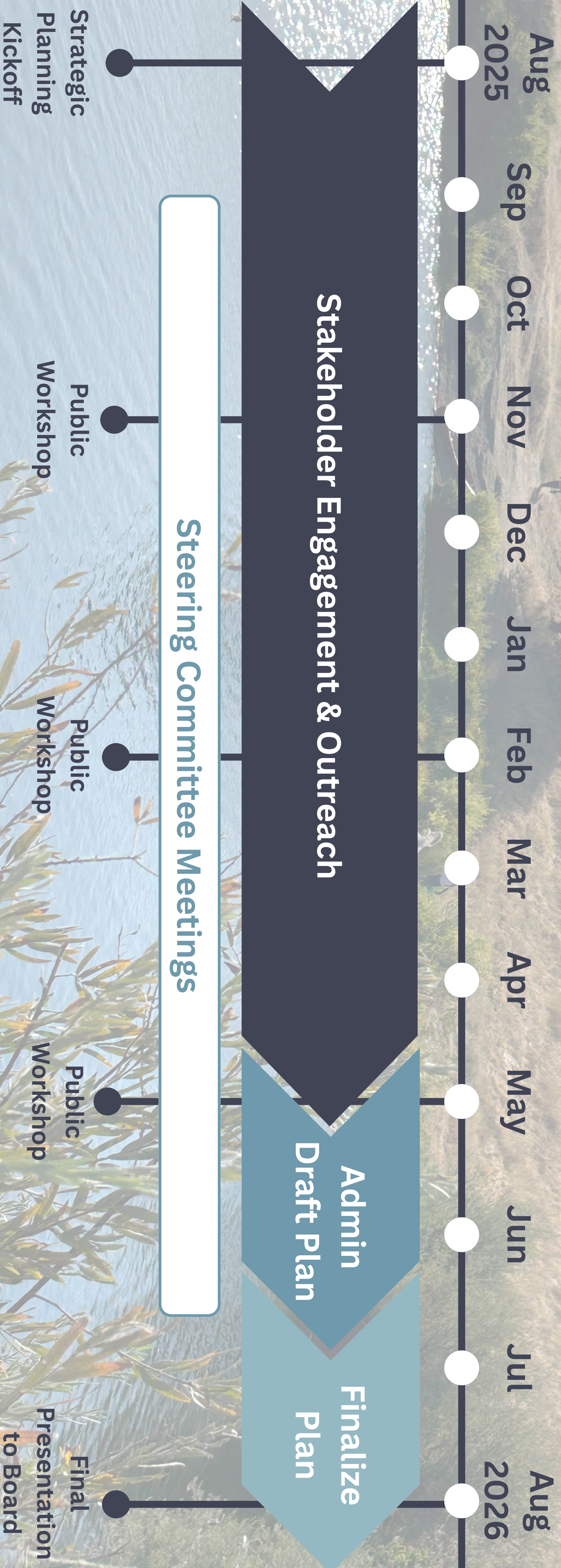
Additionally, three public workshops will be held to gather comments. Workshops will be held in Fresno and Madera County after regularly scheduled Board meetings. The final

presentation of the strategic plan to the Governing Board is anticipated to take place in August of 2026.

For additional information, you may direct inquiries to San Joaquin River Conservancy's Chief Executive Officer, Kari Kyler Daniska, at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov)



# San Joaquin River Conservancy Strategic Plan Timeline






**AGENDA ITEM**

**April 1, 2026**

**Item: F-1**

**To:** San Joaquin River Conservancy Governing Board

**From:** Kari Kyler Daniska, Chief Executive Officer 

**Subject:** **INFORMATION ITEM:** San Joaquin River and Bluff Protection Initiative.

**RECOMMENDATION:**

This report is provided for informational purposes only. No action by the San Joaquin River Conservancy Governing Board is required.

**SUMMARY:**

The San Joaquin River and its prominent bluffs are among the region's most significant natural and scenic resources. The river and bluff system contain sensitive habitats, steep slopes, wildlife corridors, cultural resources, and highly valued scenic vistas. Increasing recreational use, ongoing urban growth pressures, and accelerating erosion concerns have elevated the need for consistent, proactive management across the bluff corridor.

In recognition of these vulnerabilities, the City of Fresno developed the San Joaquin River and Bluff Protection Initiative and thereafter adopted the Bluff Protection Act, a regulatory tool designed to preserve the natural landscape of the San Joaquin River bluffs and adjacent properties

Although the San Joaquin River and Bluff Protection Initiative and Bluff Protection Act provide strong land use protections within the City of Fresno's jurisdiction, the Conservancy's San Joaquin River Parkway Public Access and Use Regulations extend similar protections to all Conservancy-owned lands, which span multiple jurisdictions and agency boundaries. Together, these tools offer a complementary framework but require ongoing alignment to ensure consistency.

To support cohesive regional management of the bluff corridor, the Conservancy and the City are proposing:

- A joint review of existing regulations to ensure consistency across jurisdictions.
- Updates to provisions of both the San Joaquin River and Bluff Protection Initiative and the Bluff Protection Act to better reflect current ecological needs, public use patterns, and best practices in bluff-area management.

- Evaluation the bluff area as a Fire Wise Community, a designation that would strengthen wildfire preparedness, fuel-reduction practices, interagency coordination, and overall community resilience along the bluff edge.

This collaborative effort is intended to strengthen regional stewardship of the bluff system and ensure long-term ecological, recreational, and scenic protection.

Kelly Kucharski, District Manager of Sierra Resource Conservation District, will now provide a presentation on the Firewise Community Program and how the bluff corridor may benefit from becoming a Firewise Community, supporting the intent of the San Joaquin River and Bluff Protection Initiative, Bluff Protection Act, and Conservancys San Joaquin River Parkway Public Access and Use Regulations.


For additional information, you may direct inquiries to San Joaquin River Conservancy's Chief Executive Officer, Kari Kyler Daniska, at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov).



**AGENDA ITEM**

**April 1, 2026**

**Item: F-2**

**To:** San Joaquin River Conservancy Governing Board  
**From:** Kari Kyler Daniska, Chief Executive Officer   
**Subject:** **INFORMATION ITEM:** Emergency Marking System for Parkway Properties.

**RECOMMENDATION:**

This report is provided for informational purposes only. No action by the San Joaquin River Conservancy Governing Board is required.

**SUMMARY:**

At the March Conservancy Governing Board meeting, Fresno City Councilmember Nick Richardson presented a concept outlining an Emergency Marking System (EMS) for the San Joaquin River Parkway. His presentation described a series of poles and markings placed at regular intervals along the Parkway that would enable recreational users to identify their exact location, or the location of an observed incident, to emergency personnel. The intent of this concept is to improve emergency response efficiency and enhance overall visitor safety.

Following this presentation, Conservancy staff began evaluating alternatives and developing a more detailed proposal for the Board's future consideration that focuses on improving the system's visibility, consistency, and long-term sustainability. A cost-benefit analysis was completed comparing two alternatives: installing new poles with markings and utilizing existing vegetation and structures for emergency signage. Based on this analysis, Conservancy staff have determined that the draft proposal should consider installing signage along the river using existing vegetation and structures to mark river miles, adding new informational and emergency oriented signage at river entry and exit points, integrating the "what3words" emergency location system, and promoting the Watch Duty app to support fire reporting and response. Conservancy staff is also evaluating whether additional physical markers may be needed once the initial enhancements have been implemented.

Staff will continue coordinating with the City of Fresno and other partner agencies with a vested interest in emergency response along the Parkway to further develop the proposal. A preliminary desktop and field assessment has been conducted to evaluate potential locations for signage and markers along the San Joaquin River and to inform the next phase of planning.

At this time, Conservancy staff requests that the Board provide any additional feedback on the draft proposal as described, including comments on desired scope, priorities, and potential funding.

For additional information, you may direct inquiries to San Joaquin River Conservancy's Chief Executive Officer, Kari Kyler Daniska, at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov).






**AGENDA ITEM**

**April 1, 2026**

**Item: F-3**

**To:** San Joaquin River Conservancy Governing Board

**From:** Kari Kyler Daniska, Chief Executive Officer 

**Subject:** **INFORMATION ITEM:** Tribal Access Invitation Program.

**RECOMMENDATION:**

This report is provided for informational purposes only. No action by the San Joaquin River Conservancy Governing Board is required.

**SUMMARY:**

Many of the Conservancy’s properties hold deep historical, cultural, and ecological significance for local Native American Tribes and community members. The Conservancy currently owns 20 properties, approximately half of which are closed. While these lands remain closed to the public to protect sensitive habitats and natural resources – or because minimum standards for public opening have not yet been met – the Conservancy recognizes the importance of providing access for cultural practices, traditional resource gathering, and the exercise of inherent stewardship responsibilities that long predate modern land management practices.

Importantly, the San Joaquin River Parkway Public Access and Use Regulations include specific exceptions that allow for the collection of resources for cultural purposes and resource management activities. These regulations acknowledge and accommodate culturally significant practices, ensuring that resource-gathering or resource management by tribal members can occur, with written authorization.

The Tribal Access Invitation Program (Program) seeks to provide this form of written authorization and will offer Native American community members the opportunity to:

- Access designated closed Conservancy properties for cultural, ceremonial, and traditional resource-gathering or resource management purposes.
- Engage in meaningful relationship-building and knowledge exchange with Conservancy staff.
- Participate in long-term cooperative management and stewardship planning.

This program reflects the Conservancy's commitment to honoring tribal sovereignty, supporting cultural continuity, and integrating traditional ecological knowledge and land management into our conservation efforts.

### **Tribal Access Invitation**

The Tribal Access Invitation would function as a formal, structured pass that allows Native American community members to enter Conservancy properties that are otherwise closed to the public and/or for the collection of resources for cultural purposes. The intent is to recognize and support cultural practices, promote safe and responsible access, and ensure the Conservancy can track and protect sensitive resources.

### **Co-Management Opportunity: Circle V Property**

Another key component of the Program is the proposed co-management opportunity for the Circle V property. Multiple Tribal Nations with ancestral ties to the region have expressed strong interest in establishing long-term stewardship relationships with the Conservancy, including co-management frameworks and, in some cases, future considerations around land return. Because interest spans several Tribes, partnering through a Tribal nonprofit or tribally led coalition offers a more equitable, inclusive, and representative approach. This structure would ensure that access, stewardship responsibilities, and cultural priorities reflect the collective interests of all Tribal partners rather than privileging a single voice or entity.

A co-management partnership at Circle V would:

- Establish shared stewardship practices rooted in both traditional ecological knowledge and science-based conservation, recognizing the complementary strengths of both systems of care.
- Support habitat preservation and restoration projects carried out collaboratively by tribal stewards, Conservancy staff, and community partners, with an emphasis on culturally informed land stewardship.
- Provide a framework for safe, structured cultural access that honors deep ancestral connections while protecting sensitive ecological resources.
- Create a replicable model for future co-management agreements across other Conservancy lands, supporting broader tribal engagement, access, and conservation partnerships.

Circle V is an ideal starting point given its natural resources, location, and the strong, multi-tribal interest in cultural access, stewardship participation, and long-term relationship building.

## **Next Steps**

Conservancy staff will continue to play a central role in facilitating the Program as it develops. This includes maintaining close coordination with tribal leadership, processing access requests, and ensuring that all engagement is culturally respectful, clear, and supported by appropriate communication channels. The Conservancys Chief Executive Officer, who is the Designated Tribal Liaison, will serve as the primary contact for site access logistics, monitoring, and stewardship coordination.

In parallel, Conservancys Chief Executive Officer will continue active discussions with legal counsel to evaluate liability and risk considerations associated with allowing authorized tribal access to closed Conservancy properties. These discussions include reviewing existing liability insurance coverage, identifying potential gaps, and determining whether waivers, indemnification language, or other risk-management tools are appropriate. The outcomes of these conversations will guide the design of access protocols and ensure that both the Conservancy and participating tribal members are appropriately protected while still honoring cultural ties and access needs.


For additional information, you may direct inquiries to San Joaquin River Conservancy's Chief Executive Officer, Kari Kyler Daniska, at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov).



**AGENDA ITEM**

**April 1, 2026**

**Item: F-4**

**To:** San Joaquin River Conservancy Governing Board  
**From:** Kari Kyler Daniska, Chief Executive Officer   
**Subject:** **ACTION ITEM:** Update Lanes and Gibson Property Remodel.

**RECOMMENDATION:**

Conservancy staff recommend the Conservancy Governing Board take the following actions:

- Approve the allocation of up to \$3,500,000.00 for building improvements to the Conservancy’s Lanes facility and authorize the Conservancys Chief Executive Officer to enter into a contract with the Department of General Services (DGS) for the project.
- Authorize the Conservancys Chief Executive Officer to develop a detailed scope of work and cost estimate for the Gibson Facility remodel, up to \$300,000.00, and begin the solicitation and bidding process for the project

**SUMMARY:**

At the March Conservancy Governing Board meeting, Conservancy staff presented a draft proposal outlining building improvements at both the Lanes and Gibson facilities to ensure continuity of operations and provide a safe, functional workspace for Conservancy staff.

The Conservancy Governing Board requested that staff obtain additional information on:

- The feasibility and cost of demolishing the Gibson facility
- Leasing opportunities within the Fresno area for the Conservancy
- The option of maintaining the Lanes facility “as-is”

**Gibson Facility Demolition**

A preliminary desktop review indicates that demolition of the Gibson facility is anticipated to cost approximately \$100,000–\$150,000. Conservancy staff are currently obtaining quotes from local companies to refine this estimate.

The Conservancy also maintains an active lease agreement with Calmat Co. (Lessee) for the adjacent property, which was previously mined and is now in the reclamation phase. Under the lease, the Lessee may maintain an office and perform administrative services on the

premises while completing reclamation activities. The Second Lease Term commenced on April 1, 2022, and continues for a maximum of five years, through March 31, 2027, unless otherwise extended or terminated by mutual agreement.

Conservancy staff are in ongoing discussions with the Lessee regarding the anticipated timeline for completing reclamation activities and determining when the onsite portable offices will be removed, or whether they may remain in place for the benefit of the Lessor's future uses. This information will guide planning for the Gibson facility and potential temporary or long-term workspace needs.

### **Leasing Opportunities**

Leasing a facility is not considered feasible currently due to the following factors:

- The Department of General Services (DGS) requires an extended negotiation and approval process for state leases, which would not align with the Conservancy's operational timelines.
- DGS may not authorize a leased facility if state-owned space is available, reducing the likelihood of approval.
- Long-term revenue to support ongoing lease costs is not currently available or budgeted.
- Suitable leased space within the Fresno area that meets the Conservancy's staffing and equipment needs is limited and cost-prohibitive.

### **Maintaining the Lanes Facility "As-Is"**

At the Board's request, Conservancy staff evaluated the feasibility of maintaining the Lanes facility in its current residential configuration without pursuing the proposed office remodel. This analysis considers regulatory requirements, operational needs, staff safety, and long-term fiscal impacts.

The Lanes facility has served as the Conservancy's office and meeting space since the end of the Conservancy's lease at the Fresno Metropolitan Flood Control District facility in 2024. To make the structure minimally functional, staff have already completed more than \$125,000 in urgent and emergency repairs, including termite treatment, mold remediation, electrical and plumbing repairs, HVAC replacement or repair, installation of rain gutters and flooring, and drywall restoration. These repairs restored habitability but did not create a safe or compliant administrative workspace.

Maintaining the facility “as-is” is not a viable long-term option for several reasons:

### **ADA Non-Compliance**

The current residential layout does not meet ADA accessibility standards for public agency office use. Maintaining the building in its current condition would prevent the Conservancy from offering accessible public services, hosting ADA accessible meetings, or meeting legal access requirements for employees and visitors. Continued use as an administrative office exposes the Conservancy to operational and compliance risks.

### **Operational Limitations**

The residential layout does not provide adequate office space, meeting space, storage, or infrastructure for Conservancy operations. Staff are working in constrained, makeshift conditions that limit productivity, collaboration, and public engagement.

### **Infrastructure Deficiencies and Ongoing Maintenance Burden**

Although significant repairs have been completed, the facility still lacks the upgrades needed to meet office-use standards, including accessibility, utility capacity, and safety systems. Ongoing maintenance costs will persist without resolving the underlying limitations of the structure.

### **No Viable Alternative Workspace**

Due to DGS restrictions and lengthy leasing timelines, obtaining leased office space is unlikely. Without remodeling the Lanes facility, the Conservancy does not have any functional long-term administrative workspace.

### **Missed Long-Term Value**

Remodeling would create a modern—yet still character-appropriate—code-compliant administrative facility that meets the Conservancy’s needs for decades. Retaining the property in its current condition forfeits this strategic investment and limits the long-term utility of a valuable Conservancy asset.

Given these factors, maintaining the Lanes facility as a residence or in its current unmodified condition does not meet operational, regulatory, or accessibility requirements. Remodeling remains the most practical and responsible option to ensure a safe, compliant, and functional workspace for Conservancy staff and the public.

### **Next Steps and Funding**

Conservancy staff recommend that the Conservancy Governing Board take the following actions:

- Approve the allocation of up to \$3,500,000.00 for building improvements to the Conservancy's Lanes facility and authorize the Executive Officer to enter into a contract with DGS for the project (Attachment 1).
- Authorize the Chief Executive Officer to develop a detailed scope of work and cost estimate for the Gibson facility remodel, up to \$300,000.00, and begin the solicitation and bidding process for the project.

Conservancy staff anticipate using Operations and Maintenance (O&M) funds to complete the necessary improvements. These funds expire on June 30, 2027, and there is no guarantee they will be reappropriated if left unencumbered. However, funds encumbered by an active project are likely to be reappropriated.

Currently, Conservancy staff are drafting, bidding, and awarding feasible projects that can be completed before the O&M funding is set to expire, including the installation of signage, fencing, automatic gates, restrooms, and other visitor improvements on several properties. These projects are not anticipated to use more than \$2 million of the available O&M funds.

Given the length of time required to develop scopes of work, complete environmental review, and enter into service contracts, it is unlikely that staff would be able to identify, develop, and complete additional projects before the O&M funds expire. Without timely action to encumber funds through the Lanes and Gibson facility improvements, the Conservancy risks losing a significant portion of its one-time O&M funding allocation.

For additional information, you may direct inquiries to San Joaquin River Conservancy Chief Executive Officer Kari Kyler Daniska at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov)



# AE Scope Fee Proposal

**Date:** March 4, 2026 **Project No.** 00000000012559

**To:** **Kari Daniska**  
San Joaquine River Conservancy  
Executive Officer  
PO Box 28338  
Fresno, CA 93729  
Kari.daniska@sjrc.ca.gov

**From:** **Department of General Services – Real Estate Services Division**  
**Project Management and Development Branch,**  
**Architecture & Engineering Sections 1 and 2**  
**The Ziggurat, 707 Third Street, Suite 4-105, West Sacramento, CA 95605-2811**

**Subject:** **SJRC Lanes Property**

**Location:** 10637 N Lanes Ave. Fresno, CA 93730

The Project Management and Development Branch, Architecture & Engineering (AE) Sections 1 and 2 are pleased to present this fee proposal for Architecture & Engineering Services.

## PROJECT SCOPE

### Scope of Work

The general scope of work is to convert an existing single family residential home and garage unit to business use for the San Joaquin River Conservancy. This 3 bedroom, 2 bath residence will be converted to 4 offices, a breakroom, open office area, and a meeting room. The garage structure will remain a care taker's residence but will be remodeled to refresh the finishes. The existing studio unit in the garage structure will also be converted to a restroom and breakroom for SJRC staff on site. This increase in occupancy will also trigger to need to upgrade the well, septic system and parking as well as accessible path of travel.

### ARCHITECTURAL:

For additional information see the preliminary plans provided to illustrate those items below.

1. Main House
  - a. Exterior-
    - i. The exterior of the house shows signs of dry rot and water intrusion
      1. All stucco on the exterior shall be removed and replaced and repainted
      2. Dry rot wall framing, eaves and window frames shall be repaired
      3. Existing gutters shall be repaired and downspouts extended away from the building
    - ii. The existing roof appears to be in good condition, however any broken tiles shall be removed and replaced; roof felt below to be inspected and repaired as required. Allowance shall be provided for this task.
    - iii. Accessible path of travel and ramp from new parking shall be added to the front entry of the building.
      1. Add concrete ramp
      2. Level existing concrete patio along the accessible path of travel (POT)
        - a. Remove 1 step at front entrance to make same level as the POT
        - b. Remove terra cotta tiles where broken and replace with matching materials

b. Interior Ground Floor-

- i. Level front entry room to the same levels as the rest of the building
  1. Remove front door and lower entry to main level as POT
  2. Level threshold to be accessible
  3. Add step and existing stairs
- ii. Remove all existing floor tile ground floor, stairs and 2<sup>nd</sup> floor
  1. Replace flooring with water proof LVT plank tile acceptable at the restrooms and breakroom as well as the rest of the building to match the existing dark wood finishes
- iii. Replace select doors along the accessible path of travel
- iv. Add wall and (2) glass double doors to divide the meeting room and open office area
- v. Add Wheelchair lift near front entry to make 2<sup>nd</sup> floor accessible
  1. Ground level foundation addition required and relocation of 1 exterior wall to accommodate the size of the lift where an existing closet was located
- vi. Reconfigure an existing bathroom and the laundry room to an accessible restroom
  1. (2) walls will need to be removed and relocated
  2. Plumbing to be consolidated and relocated
  3. add new hard lid ceiling and access panel to roof attic
- vii. Copy/Print room added in place of existing restroom
  1. (2) New walls and doors to access this room required
  2. Existing close walls will need to be moved to accommodate new copy/print room doors
- viii. Office ceiling work required due to copy/print room and storage renovation
  1. Add new LED recessed lighting
- ix. Existing kitchen shall be remodeled to be accessible
  1. Remove all existing finishes and fixtures
  2. Remove existing oven and exhaust
    - a. Cap at ceiling
  3. New kitchen cabinets
  4. New kitchen countertops
  5. New sink and disposal
  6. New refrigerator
  7. New sliding window and counter at exterior wall at 34" AFF to act as serving station to exterior
- x. Existing fireplace to be blocked off and capped at exterior
  1. Existing hearth and mantal to remain
  2. At the fire box frame out box to block flue and make the future use of the fire place possible but not accessible without removal.

c. Interior Second Floor –

- i. Infill study space walls to create enclosed office
  1. Add new locking office door and sidelight
- ii. Reconfigure floor framing around the new wheelchair lift
  1. Remove and infill exterior wall where wheelchair lift will be located
  2. Front patio deck to be abandoned in place
- iii. Remove the existing bathroom fixtures, finishes and walls
  1. Existing toilet location
  2. New restroom to be built around location of existing toilet
- iv. New private office with new walls and door to be located in existing location of closet
  1. Provide new flooring, ceiling, lighting and outlets
- v. Remove existing exterior door to roof deck and infill with new window
  1. Match style of window to existing windows
  2. Make new window symmetrical to fire place with opposite door
- vi. Existing fireplace to be blocked off and capped at exterior
  1. Existing hearth and mantal to remain

2. At the fire box frame out box to block flue and make the future use of the fire place possible but not accessible without removal.
2. Garage/Guest House
  - a. Exterior-
    - i. The exterior of the house shows signs of dry rot and water intrusion
      1. All stucco on the exterior shall be removed and replaced and repainted
      2. Dry rot wall framing, eaves and window frames shall be repaired
      3. Existing gutters shall be repaired and downspouts extended away from the building
    - ii. The existing roof appears to be in good condition, however any broken tiles shall be removed and replaced; roof felt below to be inspected and repaired as required. Allowance shall be provided for this task.
    - iii. Accessible POT shall be leveled to breakroom and staff showers from dedicated parking space
  - b. Interior –
    - i. Existing guest house to remain a “care takers residence”
      1. Remodel interior to update finishes and fixtures in the kitchen and restroom using the same layout, replace in-kind
      2. Replace flooring to LVT to match main house
      3. Add LED recessed lighting in the living room and bedroom
      4. Add split heater/ac unit to this space
    - ii. The garage and washer dryer hookups to remain for the use of the guest house
    - iii. The existing studio unit to be remodeled
      1. Convert existing kitchenette and bathroom into one single use accessible restroom and shower
      2. Replace flooring to LVT to match main house
      3. Add new recessed LED lighting in breakroom

## **STRUCTURAL**

1. Add footings, posts, and beams where structural walls are moving

## **CIVIL**

### **Site Improvements:**

1. Grading and paving.
2. Parking lot with accessible parking and electrical vehicle charging stations.
3. Accessible path-of-travel with access ramp to building entrance.
4. Fire road from N. Lanes Rd to the main building with hydrant and fire road turnaround.
5. New septic system, with leach field and lift station.
6. Well pump and water treatment, above ground domestic storage tank and fire water storage.
7. Existing well shall remain online as a back-up and/or split system between potable and non-potable water.

### **Topography:**

Obtain existing conditions detailed survey from a licensed surveyor. Survey will include easements and property boundaries, accessibility level detail around existing buildings, and locate existing electrical utilities for both power and communications.

Soils: Perform Geotechnical investigation by a licensed Geotechnical Engineer and obtain recommendations for pavement, foundation, percolation rates, and soil properties.

### **Grading:**

1. Provide an accessible route from the public way to the main building entrance with new concrete walkway and ramp, truncated domes, and signs as needed.
2. Replace sidewalks at the perimeter of the building to code compliant slopes.
3. Re-configure roundabout for accessible parking stalls in compliance with current codes.
4. New concrete and asphalt concrete pavement as needed.

## Page 4

## Plumbing System:

1. Obtain well test for well pump flow rate.
2. Domestic water provided by new well, treatment and domestic water booster pump to above ground domestic storage tank and fire water tank. Pump to be sized according to ground water flow rating.
3. The waste system will consist of a providing a new septic system, 1500-gal septic tank and approximately 750 linear feet of new leach field. The building utilizes an existing leach field which suggest the ground is suitable for wastewater filtration. Percolation test will need to be performed to determine rates which may reduce the amount of leach field needed. It is assumed that a lift station will be needed for new leach field.

## Fire Protection:

1. Initial investigation indicated that fire protection will require approval from the local fire authority. The local fire department will require updates to meet the California Building Code however, it may be possible the State Fire Marshall could grant approval for rural use reductions and the use of the NFPA 1142 fire code.
2. Per the current California Fire Code, a new hydrant and a 180,000-gal above ground water tank will be required to supply fire water. An alternative would be to tap into the local city waterline. The closest waterline is approximately 2,000-ft east of the building on Frait Road. This will require further investigation and working with the local jurisdiction to extend fire water closer to the facility to meet code.
3. Code requires local authorities a paved access road leading up to the building with one fire hydrant within 50-ft of the building. Paved road is estimated at 1500-ft long by 20-ft wide. It may be possible to eliminate the requirement of a pave road if fire sprinklers are installed in the building and should be further investigated during design. The access road will require a fire road turnaround area, see site plan for proposed option.

## Parking Lot:

4. The redesigned site will accommodate a total of 11 parking spaces including two accessible spaces, and total of two electric vehicle charging stations, both charging stations will allow accessible use per the building code. Accessible and vehicle charging parking spaces will be constructed with concrete pavement instead of AC pavement.
5. New LED lighting will be provided to the new parking lot.

**MECHANICAL****HVAC:**

1. A load calculation is needed to determine the amount of airflow to offices.
2. Remove the existing exhaust fan, rooftop air handling unit, outdoor condensing unit, furnace, and all HVAC equipment, supports, and associated accessories.
3. Existing diffuser on floor to remain.
4. Remove and retain grilles on walls.
5. Install new air handling unit, exhaust fan, HVAC equipment, supports, and associated accessories.
6. Reused existing grilles.

**Plumbing:**

1. Remove hot and cold water piping up to the main branch.
2. Remove sanitary sewer piping up to the main branch.
3. Remove all plumbing fixtures excluding restroom #32.
4. Install new hot and cold-water piping, electric water heater, isolation valves, support, and associated accessories.
5. Install water closets, urinals, lavatories, faucets, shower, supports, and associated accessories for new structure.
6. Install vent pipes up to 12" above roof, support, and associated accessories.

7. Install floor drain, sanitary sewer piping, and associated accessories.
8. Install insulation for hot and cold domestic water along with associated accessories.

## **ELECTRICAL**

### **Site improvements:**

1. Power and lighting design for well pumps and well pump building.
2. Power design for Lift Station.
3. Power design for Electrical Vehicle Charging Stations.
4. Parking lot lighting design. This shall include the following items:
  - a. Exterior lighting and lighting controls design and analysis per Title 24 requirements.
5. Design and placement of disconnects and routing and sizing of conduits and conductors for all equipment.
6. Upgrade existing electrical service from PG&E to accommodate new loads. This shall include the following items:
  - a. Coordination, planning, design, and application process for service upgrade with PG&E.
  - b. Design, routing and sizing of utility conduits and conductors per PG&E requirements.
  - c. Design, placement, sizing of new electrical panel for both existing and new loads.
  - d. Rewiring of existing loads to new electrical panel.

### **Main House:**

#### **Demo**

1. Remove existing main electrical panel outside. Secure all existing branch circuitry for rewiring to new panel.
2. Remove existing intercom system and associated devices inside kitchen area. Remove conductors back to the source panel. Abandon conduits in place.
3. Remove existing surround sound system and associated devices inside kitchen area. Remove conductors back to the source panel. Abandon conduits in place.
4. Remove all wall ovens and associated devices inside kitchen area. Remove conductors back to the source panel. Abandon conduits in place.
5. Remove existing all electrical equipment (wall switches, outlets, etc.) and associated conduits and conductors to the nearest devices sharing same circuitry or back to the source panel from the walls to be demolished for reconfiguration/remodel.
6. Remove all interior lighting, secure the lighting circuits for reuse.

#### **New**

1. Power design for new equipment/loads. This shall include the following items:
  - a. Design and placement of all new electrical equipment in all reconfigured areas per code and client requirements.
  - b. Design and placement of conference room and open office equipment per client requirements.
  - c. Design, sizing and placement of disconnects for all new equipment (wheelchair lift, HVAC equipment, hand dryers, etc.).
  - d. Design, routing and sizing of conduits and conductors for all new electrical equipment.
2. Interior lighting design. This shall include the following items:
  - a. Interior lighting and lighting controls design and analysis per Title 24 requirements.

### **Guest House:**

#### **Demo**

1. Remove all interior lighting, secure the lighting circuits for reuse.

#### **New**

1. Power design for new equipment/loads. This shall include the following items:

- a. Design and placement of all new electrical equipment in all reconfigured areas per code and client requirements.
  - b. Design, sizing and placement of disconnects for all new equipment (HVAC equipment, hand dryers etc.).
  - c. Design, routing and sizing of conduits and conductors for all new electrical equipment.
2. Interior lighting design. This shall include the following items:
    - a. Lighting and lighting controls design and analysis per Title 24 requirements.
- 1.

### **Design Assumptions**

1. Project program and conceptual plan approved by the client will be the basis for design.
2. Prior to the start of the conceptual design, client shall provide pre-design Record or As-built drawings and specifications related to existing facility and/or previous alterations/facility improvements.
3. Changes to project scope may require additional Architectural and Engineering fees.
4. Changes to the project inconsistent with the attached *AE Design Deliverables Matrix* may require additional Architectural and Engineering fees.
5. These services will take place during the indicated fiscal year for each phase. The hourly rates used to calculate the fees are based on current hourly rates and proposed future rate increases. Should the services extend into future fiscal years, additional fees may be required.
6. The building is more than 45 years of age and is not eligible to be on the National Register of Historic Places.
7. Meetings will be in accordance with the included *Meeting Matrix*. The AE Team Lead will attend each meeting unless otherwise indicated. Other disciplines will attend meetings in accordance with the included *Meeting Matrix*.
8. Project to be modeled using most recent version of Revit.
9. Project Director or client end user shall provide Hazardous Materials Survey. █
10. Project Director and client end user will review and provide comments on project documents within 2weeks of issuance.
11. Final Project Hard Cost Estimate will be coordinated by the AE Team Lead. This construction estimate will be incorporated into the Final 3-page Estimate.
12. Final 3-Page Estimate will be coordinated by the Project Director.
13. Record/As-Built Drawings will be based upon the Contractor provided As-built Drawings.

### **Design Exclusions**

1. Project management services, including front end specifications.
2. Services outside of the phases included herein (i.e. Study and Acquisition)
3. Programming.
4. Site due diligence.
5. Design related to owner furnished item(s).
6. Color Renderings.
7. Color Boards.
8. Off-site improvement plans.
9. Detailed Fire Sprinkler drawings above those required by the SFM for project approval.
10. Detailed Fire Alarm plans above those required by the SFM for project approval.
11. Accessibility Survey.

### **Working Drawing Phase**

Upon the approved Conceptual Plans, Working Drawing Phase services / documents will include:

1. Working Drawing plans as indicated in the attached *AE Design Deliverables Matrix* per project scope.
2. Technical specifications.
3. Coordination with the PMDB Cost Estimating Section for the final cost estimate provided at the completion of the phase.

## Page 7

4. Attendance at meetings per the included *Meeting Matrix*.
5. Coordination with outside consultants as necessary. (Hazmat, LEED, ZNE, etc.)
6. Submittal to State agencies and local authorities having jurisdiction, and gaining approval from those agencies as listed below:
  - a. Required agencies for review:
    - i. Division of State Architect; Access Compliance
    - ii. Office of State Fire Marshal
  - b. Local Jurisdictions reviews:
    - i. Local Fire Authority approval
    - ii. Local Planning Department Roadway and Sidewalk Easements
7. Coordination with RESD environmental staff to obtain appropriate environmental document, if project did not have a Preliminary Phase.
8. Architectural and Engineering team scheduling and coordination with Project Director.

**Bidding Phase**

Bidding phase services will include:

1. Coordination with appropriate staff for filing the project for bid.
2. Attendance at the on-site pre-bid walk.
3. Coordination with appropriate staff for the bid opening and contract issuance.
4. Creation and issuance of addendums.
5. Reviews of, and response to, the following items:
  - a. Requests for Bidding Interpretation (RFBI) from the Contractor.
  - b. Substitution requests.

**Construction Administration Phase**

Construction phase services will include:

1. Attendance at the pre-construction meeting.
2. Review of, and comment on, the pre-start submittals, including work plans from the Contractor.
3. Attendance at job-site meetings to review the progress of construction at intervals appropriate for the stage of construction.
4. Reviews of, and response to, the following items:
  - a. Submittals
  - b. Shop Drawings.
  - c. Samples.
  - d. Product data/information, Warranties, Materials Safety Data sheets and functional diagrams.
  - e. Requests for Information (RFI).
5. Issuance of Additional Detailed Information (ADI) documents to clarify the intent of the drawings and/or specifications.
6. Review of Proposed Change Orders (PCO) for adherence to the design intent and conformance with the project scope and building code requirements.
7. Coordination with project inspectors and Project Director.
8. Coordination with outside consultants as necessary. (Hazmat, LEED, ZNE, etc.)
9. Issuance of a Punch List upon notification of completion by the project inspector.

**Post Construction Administration Phase**

1. Coordination with project inspectors and Project Director for post construction warranty issues.
2. Creation of digital Record Drawings (Copies to be provided per the deliverables herein).
3. Review of Owner's Manuals.

**Deliverables:**

- 1) Working Drawing Phase:
  - a) Revit format digital files as required for Working Drawing Documents.

Page 8

- b) Technical specifications for the Working Drawing Documents.
- c) Copies of appropriate stamped plans and specifications, to the client, in both hard copy and electronic (PDF) format. 2 sets of plans and specifications of the Working Drawing documents.
- 2) Bidding Phase:
  - a) Technical support as required.
- 3) Construction Phase:
  - a) Technical support as required.
- 4) Post Construction Phase:
  - a) Hard copies and/or scans
  - b) Owner's Manuals

**CONCEPTUAL SCHEDULE (see attached)**

Completion of Working Drawings ready for review will be accomplished in approximately 36-48 weeks after the approvals of fees and transfer of funds. Corrections will be made within 2 weeks upon receipt of client comments. Completed Working Drawings will be submitted to the State Fire Marshal and Division of the State Architect for approvals, which will take approximately 8 weeks for initial review.

**Meeting Matrix**

The following is a listing of the assumed meetings. Minor changes may be coordinated during the project. Major adjustments to the number, frequency or location of meetings may require additional Architectural and Engineering fees. Additional meetings / job-site visits may be required during construction based upon construction progress and issues with the work.

Phase	Subject	Location	Qty.	Comments	AE Team
WD	50% Review	DGS HQ	1	With client	Team Lead
WD	50% Coordination	DGS HQ	1	Internal	All
WD	Final Coordination	DGS HQ	1	Internal	All
WD	Final Delivery	DGS HQ	1	With client	Team Lead
BD	Pre-bid	On-site	1		Team Lead
CN	Pre-construction	On-site	1		All
CN	Construction meetings	On-site	1/mo or as necessary for stage of construction	Additional Phone conference meetings as may be appropriate in lieu of on-site attendance by A/E team.	Team Lead + appropriate disciplines as required by stages of construction
CN	Punch list	On-site	1		All
CN	Punch-list check	On-site	1		All

**CONCEPTUAL 3-PAGE ESTIMATE (see attached)**

\$3,264,400.00 see attached *Project Cost Summary*, dated 3/4/26 for additional information.

Please note that fees for PMDB/AE services on this project are now included in the DGS/RESA/PMDB Pro-Rata-Share fee for your department and are not included in the cost indicated.

**CONCLUSION**

Thank you for giving PMDB/AE Sections 1 & 2 the opportunity in providing professional architecture and engineering services for this project. If you have questions, please contact me.

Sincerely,



Approved:

**Julie Zeto**, Senior Architect  
(279) 799-3713

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**Kari Daniska**, SJRC  
Executive Officer

Date

Funding:

Attachments:

- Conceptual Project Cost Summary, dated 3/4/26
- 12559\_Conceptual Plans, dated 6/6/24
- 12559\_Conceptual Schedule, dated 2/24/26
- 12559\_Design Deliverables Matrix

cc:

Lyn Hooper, Supv. Architectural Unit C, PMDB

Dave Heng, Regional Portfolio Manager

Scott Vreede, Customer Service Manager


file



**AGENDA ITEM**

**April 1, 2026**

**Item: F-5**

**To:** San Joaquin River Conservancy Governing Board  
**From:** Kari Kyler Daniska, Chief Executive Officer   
**Subject:** **ACTION ITEM:** Approve License Agreement with John Halpin.

**RECOMMENDATION:**

It is recommended that the San Joaquin River Conservancy Governing Board approve a license agreement with John Halpin for Stewardship Activities and Educational Programs.

**SUMMARY:**

License agreements may be issued by the San Joaquin River Conservancy Governing Board to an appropriate group, organization, business, or agency to allow their agents and participants to enter units, including those that are otherwise closed to the public, to conduct activities and programs for educational, recreational, tribal, resource management, and similar beneficial public service purposes.

John Halpin has requested a non-exclusive, revokable, License Agreement to enter Conservancy owned properties to conduct Stewardship Activities and Educational Programs. The new agreement, if approved by the Conservancy Governing Board, would commence upon signature and be in effect for three years. Conservancy Staff have prepared a proposed license agreement for the Conservancy Governing Boards consideration (Attachment 1).

Prior to issuance, the Conservancy's Legal Counsel will review the proposed license agreement and make any necessary modifications and revisions.

For additional information, you may direct inquiries to San Joaquin River Conservancy Chief Executive Officer, Kari Kyler Daniska, at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov).

Attachment 1: License Agreement with John Halpin for Stewardship Activities and Educational Programs



THE STATE OF CALIFORNIA  
RESOURCES AGENCY  
SAN JOAQUIN RIVER CONSERVANCY

LICENSE AGREEMENT  
John Halpin  
Stewardship and Education Programs

**1. Identification of Parties.**

This License Agreement is entered into upon signature by both parties between the San Joaquin River Conservancy (hereafter referred to as "Conservancy") and John Halpin (hereafter referred to as "Licensee").

**2. Description of Property.**

The State of California is the owner of certain real property, under the management jurisdiction of the Conservancy within the San Joaquin River Parkway, as defined in the San Joaquin River Conservancy Act (Public Resources Code section 32510), situated in Fresno and Madera Counties, California (hereafter referred to as the "Property").

**3. Consideration.**

The consideration for this agreement is the public benefit, and the furtherance of the goals and policies of the San Joaquin River Conservancy Act to provide for conservation of and education about the natural, cultural, and recreational resources within the Parkway.

**4. Grant of License.**

Conservancy grants this Stewardship and Education Programs License (hereafter referred to as the "License") to enter and use the Property for the following purposes:

- a) Supervised stewardship activities, including but not limited to, litter and debris cleanup from the river and surrounding Conservancy-owned property, graffiti removal, gate security, invasive plant management, minor repairs and maintenance, reposting signs, species and aquatic monitoring, and special maintenance related to events and special activities conducted pursuant to the License; and
- b) Supervised free educational outreach, as well as recreational and field study activities, including events and programs for children, older students, and adults. Licensee shall at all times enforce the Volunteer Duty Statement and ensure that all volunteer activities are scheduled in advance with the Conservancy and posted on the Conservancy's Stewardship Calendar. Pre-activity, pre-event site reconnaissance by event coordinators shall also be scheduled in advance with the Conservancy and posted on the Stewardship Calendar. Volunteer activities shall conform to Exhibit A, Duty Statement.

Events held for the primary purpose of raising funds, including in particular events that may involve alcoholic beverages, are not covered under this License. Events held for the purpose of political campaigns and/or political fund-raising are prohibited.

Licensee may not use the Property for any other purpose or business without obtaining Conservancy's prior written consent.

**5. Independent Entity.**

In exercising the rights granted by, and requirements of, this License, Licensee is an independent entity, and its agents and employees are not contractors or agents of the Conservancy.

**6. Term of License.**

The term of this license will commence on the effective date (listed above) and remain in effect for three years from that date, unless revoked in accordance with Section 7.

**7. Revocation.**

Conservancy may revoke this License at will by having a written revocation notice delivered to Licensee at least 30 days prior to the termination date specified in the notice.

**8. Exercise of Rights.**

In exercising the rights granted under this agreement, Licensee must use reasonable care and may not unreasonably increase the burden on the Property.

**9. Schedule of Use.**

Licensee shall provide 72 hours' notice for special events, not to include activities listed in Exhibits B and C, to the Conservancy of the proposed date, time, and place of scheduled activities. Said notice shall be made by utilizing the Conservancy's online request form (if form becomes unavailable requests may be emailed to [info@sjrc.ca.gov](mailto:info@sjrc.ca.gov)). Said notice shall not be deemed approved until Licensee receives written approval by Conservancy. Said advance notice shall allow the Conservancy Executive Officer to determine if the proposed use is safe and appropriate given then-known conditions at the location, and to notify any lessees, regulatory interests, or others of the date and time of use. The Executive Officer, at their sole and absolute discretion, may direct Licensee to select an alternate location or time for the event, or may withhold permission for the proposed access. Scheduled activities approved may be later barred by the Executive Officer, in their sole and absolute discretion, if site conditions change, new information about the conditions becomes available, or this License is revoked in accordance with Section 7. The Executive Officer, at their sole and absolute discretion, shall make reasonable effort to accommodate proposed authorized activities. Permission for proposed activities that are consistent with the intent and authorized purposes shall not be unreasonably withheld, nor shall previously approved scheduled uses be unreasonably barred, relocated or rescheduled.

**A. K'uik'ui Ranch, Ledger Island, Sycamore Island and Van Buren Properties**

Conservancy and the San Joaquin River Parkway and Conservation Trust, Inc. (hereafter referred to as "Parkway Trust") have entered into an agreement obligating Parkway Trust to operate and manage K'uik'ui Ranch, Ledger, Sycamore Island and the Van Buren properties, including managing all stewardship activities performed under license to the Conservancy on the premises. The Licensee shall provide notice to Parkway Trust of the proposed date(s), time and place of any and all proposed stewardship activities on Sycamore Island and K'uik'ui Ranch. Said notice shall be made in writing via facsimile, hand delivery, mail, or email 30 days

in advance of any proposed activity. Said notice shall not be deemed approved until Licensee receives written approval by Parkway Trust. Said notice shall allow Parkway Trust to determine if the proposed use is safe and appropriate given conditions at the location, and to notify the Conservancy, any lessees, regulatory interests, or others of the date and time of use. Parkway Trust or the Conservancy, in either's sole and absolute discretion, may direct Licensee to select an alternate location or time for the activity, or may withhold permission for the proposed access. Scheduled activities approved may be later barred by Parkway Trust or the Conservancy, in either's sole and absolute discretion, if site conditions change, new information about the conditions becomes available, or this License is revoked in accordance with Section 7.

The Parkway Trust and the Conservancy shall make reasonable efforts to accommodate proposed authorized activities. Permission for proposed activities that are consistent with the intent and authorized purposes of this License shall not be unreasonably withheld, nor shall previously approved scheduled uses be unreasonably barred, relocated or rescheduled.

B. Lanes Property – Exhibit B

C. Wildwood Native Park – Exhibit C

#### **10. Notices.**

Any notices or statements herein requested or required to be given by one party to the other shall be in writing. Said notice shall not be deemed received until Licensee receives written confirmation of receipt of notice from the Conservancy. Mailed notices should be sent to the Conservancy at PO Box 28338 Fresno, CA 93729, and, if to John Halpin at 6312 N Cleo Ave, Fresno Ca 93722. Either party hereto may by written notice change the address to which such notices or statements may be sent.

#### **11. Payment.**

In lieu of payments for site access, Licensee shall provide the Conservancy with operations and maintenance services that are outlined in Exhibits B and C, Property Maintenance Plans.

#### **12. Special Provisions.**

Licensee shall provide adequate supervision of each event from setup throughout event until cleanup, by assigning an employee or officer as the event supervisor. The supervisor shall perform a reconnaissance of the site immediately prior to use and shall be responsible for ensuring that potential hazards are avoided to the extent possible, including but not limited to any associated with vehicle access, parking, roadways, trails, bridges, other improvements, river and pond banks, eroded slopes, debris, vectors, and venomous animals. The supervisor must maintain communications capability by ensuring there is a functional mobile phone in his or her possession during the event. The supervisor shall ensure the participants stay within agreed upon boundaries for the activity, and that they do not stray into other areas. The supervisor shall ensure the site is properly closed and locked after the event.

Minors participating as volunteers or as students must be enrolled in Licensee's programs and be supervised at all times by qualified staff. Adult volunteers must be enrolled as such with the Licensee.

Licensee shall ensure that all wastes generated by its activities under this License are properly removed from the Property and disposed at its expense.

Licensee shall make adequate provisions for employee and participant restrooms and sanitation.

At the Conservancy Executive Officer's sole discretion, portable restrooms, at the expense of Licensee, may be required for longer or larger events.

Licensee shall cooperate with the Conservancy to ensure that the burden of planning, expense, and coordination with lessees and other agencies, related to the activities authorized by this License is born by Licensee.

Licensee shall complete a Site Condition Report and provide it to the Conservancy after every site visit, event, and activity.

All fishing license requirements apply.

All boating and waterways regulations apply. For canoes and kayaks of any length one I, II, III, or V Coast Guard-approved Personal Flotation Device for each person must be on board the vessel. Further information regarding water safety can be found at <http://www.dbw.ca.gov/>.

**13. Post-Activity Reports.**

Licensee shall provide the Conservancy a Property Inspection Report after every activity. The report shall include, but not be limited to, the number of participants and volunteer hours, location and general condition of the Property, and brief activity description. The Conservancy will provide the reporting format.

**14. Improvements.**

Licensee shall place no improvements of any kind or nature on the Property without the written permission of the Conservancy first had and obtained. All approved improvements will become property of the Conservancy.

**15. Property Damage.**

Licensee shall be responsible for any and all damage to the Property, including but not limited to fences, gates, and facilities therein, caused by the use thereof by Licensee.

**16. Indemnification and Insurance.**

**A. Conservancy.**

The term "Conservancy," as used in this section, includes the San Joaquin River Conservancy, its members, officers, agents and/or employees, and the successors and assigns of any of them.

**B. General.**

Licensee agrees to release, hold harmless, indemnify, and defend (with counsel approved by Conservancy) Conservancy from and against all liability, cost, and expense (including, without limitation, attorney's fees, in addition to costs of suit and judgment) for loss of or damage to any property or loss of the use thereof or for injury to or death of any person when arising or resulting from:

- (1) The use of the Property by Licensee, their agents, employees, or any third party (other than an agent, employee or invitee of Conservancy), or
- (2) The Licensee material breach of any provision of this License, to the extent not caused or contributed to by the negligence, active or passive or otherwise, of Conservancy, its employees, agents, invitees or any other person.

**C. Environmental Impairment.**

Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the Property due Licensee's use and occupancy thereof, Licensee at its expense, shall be obligated to clean all the property affected thereby, whether owned or controlled by Conservancy or any third person, to the satisfaction of Conservancy (insofar as the property owned or controlled by Conservancy is concerned) and any governmental body having jurisdiction over the subject matter.

Licensee shall indemnify, hold harmless, and defend Conservancy against all liability, cost, and expense (including, without limitation, any fines, penalties, judgments, litigation costs and attorney's fees) incurred by Conservancy as a result of Licensee's breach of this section, or as a result of any such discharge, leakage, spillage, emission or pollution, regardless of whether such liability, cost or expense arises during or after the License term, except to the extent the liability, cost or expense is caused by the Conservancy.

**D. Insurance.**

Throughout the term of this License, Licensee shall provide and maintain comprehensive general liability insurance, including but not limited to bodily injury and property damage insurance in the amount of \$1,000,000 per occurrence (\$2,000,000 general aggregate, if used) and automobile liability insurance, for liability assumed by Licensee under this License. Licensee shall insure, or be a qualified self-insured, with respect to the applicable laws relating to workers' compensation coverage (California Labor Code Section 3700), for all of employees, students, and participants engaged in the authorized activities on or about the Conservancy's facilities.

Such insurance shall be obtained from a company or companies authorized to transact business in the State of California. Licensee shall provide the Conservancy with an endorsement or certificate with such policy or policies specifying that:

- (a) The State of California, the San Joaquin River Conservancy, and its members, officers, agents and employees, are included as additional insureds for any liability resulting from, growing out of, or in any way connected with or incident to this License; and
- (b) the insurance company or companies will provide the San Joaquin River Conservancy with a thirty-day written notice before canceling the insurance policy or policies acquired pursuant to this paragraph before reducing any liability coverage thereunder.

Prior to commencing work under this License, Licensee shall furnish Conservancy with a copy of said endorsements or certificates.

Nothing in this License is intended to create in the public or any member thereof rights as a third-party beneficiary hereunder.

**17. License Non-assignable.**

This License is personal to Licensee and shall not be assigned. Any attempt to assign the License shall automatically terminate it. No legal title or leasehold interest in the Property is created or vested in Licensee by the grant of this License.

**18. Termination of Occupancy.**

Not applicable.

**19. Compliance with Laws.**

Licensee, at their expense, shall comply with all applicable laws, regulations, rules and orders with respect to the use of the Property, regardless of when they become or became effective, including, without limitation, those relating to health, safety, noise, environmental protection, waste disposal, and water and air quality, and furnish satisfactory evidence of such compliance upon request of Conservancy.

Licensee shall obtain and comply with the terms and provisions of all licenses, permits, and approvals required by any local, regional, state, or federal organization with authority to regulate the activities of licensee under this License. The licensee shall comply with all regulations adopted by the Conservancy.

**20. Media Contacts.**

Licensee shall obtain Conservancy approval prior to contacting representatives from the media regarding events scheduled on Conservancy property.

**21. Default.**

Licensee shall be in default under this License if licensee fails or refuses to perform any covenant or condition.

If Licensee fails to cure a default within five (5) days after notice from Conservancy to do so, Conservancy shall have the right, without further notice and in addition to any other remedies Conservancy may have at law or equity, to revoke this License forthwith.

If either party takes any steps or brings an action to compel performance of or to recover for breach of any term of this License, the losing party shall pay reasonable attorney's fees of the prevailing party, in addition to the amount of judgment and costs.

**22. Nonwaiver.**

Conservancy's failure to enforce or exercise its rights under any term, condition, or covenant of this License shall not be construed as a waiver of such rights or such term, covenant, or condition.

**23. Entire Agreement.**

This Agreement constitutes the entire agreement between Conservancy and Licensee relating to the License. Any prior agreements, promises, negotiations, or representations not expressly set forth in this License are of no force and effect. Any amendment to this License shall be of no force and effect unless it is in writing and signed by the Conservancy and Licensee.

CONSERVANCY:

Date:

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San Joaquin River Conservancy  
Kari Kyler Daniska, Chief Executive Officer

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Date:

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John Halpin



**AGENDA ITEM**

**April 1, 2026**

**Item: F-6**

**To:** San Joaquin River Conservancy Governing Board  
**From:** Kari Kyler Daniska, Chief Executive Officer   
**Subject:** **ACTION ITEM:** Approve Employee Incident and Injury Prevention Plan.

**RECOMMENDATION:**

It is recommended that the San Joaquin River Conservancy Governing Board approve the Conservancy's Employee Incident and Injury Prevention Plan (IIPP) and authorize the Conservancy's Chief Executive Officer to update the plan annually, or as needed, to remain in compliance with state requirements.

**SUMMARY:**

California employers are legally required to provide and maintain a safe and healthful workplace under the California Occupational Safety and Health (Cal/OSHA) Act of 1973. Since 1991, every employer in the state — including state agencies, cities, counties, districts, and other public entities — must establish, implement, and maintain a written Employee Injury and Illness Prevention Plan (IIPP).

An effective Employee IIPP identifies workplace hazards, establishes procedures to reduce risks, and outlines responsibilities for maintaining safety. This plan serves as the foundational document for workplace safety and injury prevention for all Conservancy employees.

By establishing clear procedures, preventive practices, and ongoing training, the Conservancy's Employee IIPP (Attachment 1) helps protect employees, strengthen workplace operations, and reduce avoidable costs.

For additional information, you may direct inquiries to San Joaquin River Conservancy's Chief Executive Officer, Kari Kyler Daniska, at [kari.daniska@sjrc.ca.gov](mailto:kari.daniska@sjrc.ca.gov).



STATE OF CALIFORNIA

# SAN JOAQUIN RIVER CONSERVANCY

## INJURY & ILLNESS PREVENTION PROGRAM

**DRAFT FOR APPROVAL** BY THE GOVERNING BOARD  
APRIL 2026

### Background

In California every employer is required by law (Labor Code Section 6400) to provide a safe and healthy workplace for their employees. Title 8 (T8) of the California Code of Regulations (CCR) requires every California employer to have an effective IIPP (Injury & Illness Prevention Program) in writing that must be in accord with T8 CCR section 3203 of the General Industry Safety Orders.

### Definitions

**“Accident”** An unplanned event that results in injury, illness, property damage, or exposure to hazards.

**“Competent Observer / Competent Person”** An individual capable of identifying existing and predictable hazards in the surroundings or working conditions and who has the authority to take prompt corrective measures.

**“Corrective Action”** Steps taken to eliminate or reduce hazards and prevent recurrence of accidents or unsafe conditions.

**“Exposure”** Contact with a hazardous substance, condition, or activity that may result in injury or illness.

**“Hazard”** Any condition, practice, or behavior that has the potential to cause injury, illness, or property damage.

**“Hazard Assessment”** The process of identifying and evaluating potential hazards in the workplace.

**“Imminent Hazard”** A condition or practice that could reasonably be expected to cause death or serious physical harm if not immediately corrected.

**“Incident”** An unplanned event or near-miss that did not result in injury or damage but had the potential to do so.



STATE OF CALIFORNIA

# SAN JOAQUIN RIVER CONSERVANCY

**“Injury and Illness Prevention Program (IIPP)”** A written workplace safety program required by Cal/OSHA under Title 8 CCR 3203 intended to identify, reduce, and prevent workplace hazards and injuries.

**“Job-Specific Training”** Instruction provided to workers covering hazards, equipment, and safe practices unique to their individual job assignments.

**“Near-Miss”** An event or occurrence that did not result in injury or damage but had the potential to do so.

**“Personal Protective Equipment (PPE)”** Specialized equipment worn by workers for protection against hazards that cannot be eliminated through engineering or administrative controls.

**“Safety Performance”** A worker’s adherence to required safe work practices, procedures, and behaviors.

**“Supervisor”** An individual with authority to direct the work of others and who is responsible for ensuring worker compliance with safety procedures.

**“Unsafe Condition”** A physical condition or hazard that could cause injury, illness, or property damage.

**“Unsafe Work Practice”** Any action or behavior that deviates from established safety procedures or increases the risk of injury.

**“Worker”** An employee, intern/fellow, or volunteer working on behalf of the Conservancy.

## Compliance

The Chief Executive Officer, or their delegate, shall serve as the IIPP administrator for the Conservancy. The IIPP administrator has the authority and responsibility for implementing the overall provisions of this program.

- IIPP Administrator: Kari Kyler Daniska – Chief Executive Officer
- IIPP Delegate: – Compliance Specialist

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering workers’ questions about the IIPP.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All workers are responsible for using safe work practices, for following all directives and policies and procedures, and for assisting in maintaining a safe work environment.

This system will ensure that all workers comply with the rules and maintain a safe work environment, including:

1. Informing workers of the provisions of the Conservancys IIPP.
2. Evaluating the safety performance of all workers.
3. Recognize workers who perform safe and healthy work practices.
4. Providing training to workers whose safety performance is deficient.
5. Disciplining workers for failure to comply with safe and healthy work practices.

## Communication

Open, two-way communication between management and workers on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and workers in a form that is readily understandable and consists of one or more of the following checked items:

- New worker orientation includes a discussion of safety and health policies and procedures
- Review of the Conservancys IIPP
- Workplace safety and health training programs
- Regularly scheduled safety meetings
- Effective communication of safety and health concerns between workers, supervisors, and management, including translation where appropriate
- Posted or distributed safety information

## Worker Incident Notification Guidelines

### *EMERGENCY*

Workers will be notified immediately by the IIPP administrator in the event of an emergency.

- On-site workers: Follow established emergency procedures



STATE OF CALIFORNIA

# SAN JOAQUIN RIVER CONSERVANCY

- Off-site workers: Will be contacted by phone and informed of the situation and required actions

## EXAMPLES:

- Fire or explosion on company premises
- Active shooter or violent threat
- Hazardous chemical spill requiring evacuation
- Natural disaster (earthquake, flood) impacting operations

## *URGENT*

Situations requiring urgent attention must be communicated to all workers in writing by the IIPP administrator within one business day of the incident.

The IIPP administrator must address and correct the issue within five business days of the incident.

## EXAMPLES:

- Serious safety violation observed (e.g., missing machine guards)
- Worker injury requiring medical attention but not life-threatening
- Equipment malfunction that could lead to injury if not corrected promptly
- Discovery of non-compliance with OSHA regulations

## *MINOR INCIDENT*

The IIPP administrator must communicate the issue to all workers in writing within five business days or at the next all-staff meeting, whichever occurs first.

- A corrective action plan must be developed
- The timeline for resolution will be determined by the IIPP administrator

## EXAMPLES:

- Trip hazard identified in a hallway
- Missing signage for safety instructions
- Minor housekeeping issues (e.g., cluttered storage area)
- Non-critical PPE compliance issue

## Hazard Assessment and Control

Periodic inspections to identify and evaluate workplace hazards shall be performed by the IIPP administrator.

Periodic inspections are performed according to the following schedule:

1. When the Conservancy initially establishes an IIPP.



2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.

## Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent accident/exposure from recurring.
6. Recording the findings and corrective actions taken.

## Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering workers and/or property, the Conservancy will remove all exposed workers from the area except those necessary to correct the existing condition. Workers that are necessary to correct the hazardous conditions shall be provided with the necessary protection.

## Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

1. When the Conservancy IIPP is first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.



STATE OF CALIFORNIA

# SAN JOAQUIN RIVER CONSERVANCY

3. To all workers when given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever the Conservancy is made aware of a new or previously unrecognized hazard.
6. To managers and supervisors to familiarize them with the safety and health hazards that workers under their immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to the job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the Conservancy IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors and managers.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

List of training subjects:

The Conservancy will train workers in the following training subjects:

- The Conservancy Code of Safe Practices
- Confined spaces
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery



STATE OF CALIFORNIA

# SAN JOAQUIN RIVER CONSERVANCY

- Safe access to working areas
- Protection from falls
- Electrical hazards, including working around high-voltage lines
- Safe practices for operating chainsaw and other power tools
- Materials handling
- Driver safety
- Good housekeeping, fire prevention
- Slips, falls, and back injuries
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time
- Personal protective equipment
- Respiratory equipment
- Hazardous chemical exposures
- Hazard communication
- Physical hazards, such as heat/cold stress
- Bloodborne pathogens and other biological hazards
- Other job-specific hazards, such as heat exhaustion

## Worker Access to the IIPP

Workers have the right to examine and receive a copy of the Conservancys IIPP. This will be accomplished by providing a printed copy in the Conservancy workroom accessible to all workers anytime during business hours. As well as a PDF version in the Conservancys SharePoint under Administrative > Policies.

## Recordkeeping

The Conservancy is a local government entity and is not required to keep written records of the steps taken to implement and maintain the Conservancy IIPP. Workers will be required to review the Conservancy IIPP annually as part of their safety training.



STATE OF CALIFORNIA

# SAN JOAQUIN RIVER CONSERVANCY

## HAZARD ASSESSMENT AND CORRECTION RECORD

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Date of Inspection: Enter date.      Person Conducting Inspection: Enter Full name.

Unsafe Condition or Work Practice: Provide details, including root causes.

Corrective Action Taken: Provide details, including solutions to root causes.

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Date of Inspection: Enter date.      Person Conducting Inspection: Enter Full name.

Unsafe Condition or Work Practice: Provide details, including root causes.

Corrective Action Taken: Provide details, including solutions to root causes.

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Date of Inspection: Enter date.      Person Conducting Inspection: Enter Full name.

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Corrective Action Taken: Provide details, including solutions to root causes.

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STATE OF CALIFORNIA

# SAN JOAQUIN RIVER CONSERVANCY

## ACCIDENT/EXPOSURE INVESTIGATION REPORT

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Date & Time of Accident: Enter date. Enter time.

Location: Provide property name, address, and detailed location.

Accident Description: Enter details, including all events that lead up to the incident.

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Workers Involved: Enter full names, separated by commas.

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The underlying cause(s) of the accident/exposure: Detail all root causes.

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Corrective Actions Taken: Provide details, including potential solutions to the root causes.

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Manager or Supervisor Responsible: Enter full name.

Date Completed: Enter date.

