

# Intermediate Trails Program: Maintenance and Management CCC

**March 15-19, 2009**

**Training Syllabus**



**William Penn Mott Jr. Training Center**



## TABLE OF CONTENTS

Formal Training Guidelines .....	1
Program Attendance Checklist.....	4
Agenda.....	5
Program Outline .....	7
Performance Objectives .....	8
Location Maps.....	11

***Mission Statement  
Training Office***

***The mission of the Training Office is to improve  
organizational and individual performance through  
consulting, collaboration, training and development.***

## TRAINING CENTER STAFF

Tina Williams ..... Department Training Officer  
Pat Bost ..... Office Manager  
Joanne Danielson ..... Academy Coordinator  
Charles Combs ..... Training Specialist  
Sara M. Skinner ..... Training Specialist  
Dave Galanti ..... Training Specialist  
Connie Breakfield ..... Cadet Training Officer  
Matt Cardinet ..... Cadet Training Officer  
Pamela Yaeger ..... Assistant Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Bill Spencer..... Assistant Program Coordinator  
Eric Marks.....Program Assistant

## THE MISSION

*of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

---

Since 1969, California State Parks has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. We also train at appropriate field locations across the country. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Program Attendance Checklist" section.)
3. **HOUSING FOR CCC PARTICIPANTS:** All arrangements are being made through the Camp San Luis facility. Contact your local training coordinator for details.
4. **HOUSING FOR DPR AND INSTRUCTORS:** You are being lodged at the Holiday Inn Express in San Luis Obispo. All arrangements for housing will be made

through Chuck Combs at the Mott Training Center. Overnight guests are not allowed; we are unable to accommodate participant guests at this training.

5. MEALS: CCC, DPR and Outside Agency participants and instructors will be responsible for making their own arrangements for meals. Meals will not be available at the field sessions. Plan ahead!
6. CLOTHING: Uniforms are not required for this program. Special clothing requirements for your program are described in "Training Attendance Requirements" section. Your informal sportswear should be appropriate during off duty hours.
7. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
8. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
9. TRAINING MATERIALS: The Department of Parks and Recreation Trails Handbook will be used during this program; please bring your copy with you. **If you are new to the program a handbook will be given to you at the orientation.**
10. COLLEGE CREDIT: This program is accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
11. MPC STUDENT ID: If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReg&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at

the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

12. **SAFETY/COMFORT REMINDER:** The training will be taking place on the Central Coast of California. This area is subject to cool, wet weather. We will be training in the wet season, so be prepared for adverse weather. Bring rain gear and layered work clothing that will allow you to stay comfortable while working/hiking in inclement conditions. There may be poison oak at this training.
13. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.

## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training the following list is provided:

1. Read and understand the Intermediate Trails Program: Maintenance and Management syllabus prior to your arrival.
  - ✓ Review the Post-Training Assignment. Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.
  
2. Remember to bring the following with you to training:
  - ✓ Program syllabus.
  - ✓ Personal safety equipment (eye, ear, hand protection and a hard hat).
  - ✓ Appropriate work clothing and rain gear with good work boots.
  - ✓ Day pack, Abney hand level and/or clinometer and water bottle/canteen.
  - ✓ Alarm clock, pens, pencils.

**THE FIELD LABS ON SUNDAY THROUGH WEDNESDAY WILL REQUIRE WEARING HARD HATS. STUDENTS WITHOUT A HARD HAT WILL NOT BE ALLOWED TO PARTICIPATE IN THE FIELD EXERCISE.**

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT CCC-SLO**  
**Agenda – March 15-19, 2009**

<p>Training Location is: California Conservation Corps Los Padres Center, Building 1532, Dining and Rose Room Facility, Madera Street, San Luis Obispo, CA 93401. See page 14.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Sunday**

**March 15**

0800-0830	Program Orientation/MPC Registration	Combs
0830-1000	Beginning Class Review/Intermediate Class Overview	Beers/Knapp
1000-1100	Trail Structure Application Lecture	Beers
1100-1200	Trail Contracting	Knapp
1200-1300	Lunch	All
1300-1330	Van Pool to Training Sites	All
1330-1500	Step Installation Lecture	Fisher
1500-1630	Trail Inventory Lab	All
1630-1700	Van Pool to CCC Training Facility	All

**Monday**

**March 16**

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 1 Causeway/Turnpike	Cogar
	Group 2 Cellular/Geotextile Retaining Walls	Fisher
	Group 3 Rock Retaining Walls	Beers/Rivas
	Group 4 Wood Steps	Knapp
	Group 5 Cable Steps	Allsop/Turner
	Group 6 Wood Retaining Walls	Shannon
1200-1300	Lunch with Lab Group	All
1300-1630	Afternoon Lab Assignments	
	Group 3 Causeway/Turnpike	Cogar
	Group 6 Cellular/Geotextile Retaining Walls	Fisher
	Group 2 Rock Retaining Walls	Beers/Rivas
	Group 5 Wood Steps	Knapp
	Group 4 Cable Steps	Allsop/Turner
	Group 1 Wood Retaining Walls	Shannon
1630-1700	Van Pool to CCC Training Facility	All

**Tuesday**

**March 17**

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 2 Causeway/Turnpike	Cogar
	Group 1 Cellular/Geotextile Retaining Walls	Fisher
	Group 5 Rock Retaining Walls	Beers/Rivas
	Group 6 Wood Steps	Knapp

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT CCC-SLO**  
**Agenda – March 15-19, 2009**

**Tuesday**

**March 17 (continued)**

	Group 3 Cable Steps	Allsop/Turner
	Group 4 Wood Retaining Walls	Shannon
1200-1300	Lunch with Lab Group	All
1300-1630	Afternoon Lab Assignments	
	Group 4 Causeway/Turnpike	Cogar
	Group 5 Cellular/Geotextile Retaining Walls	Fisher
	Group 1 Rock Retaining Walls	Beers/Rivas
	Group 3 Wood Steps	Knapp
	Group 6 Cable Steps	Allsop/Turner
	Group 2 Wood Retaining Walls	Shannon
1630-1700	Van Pool to CCC Training Facility	All

**Wednesday**

**March 18**

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 6 Causeway/Turnpike	Cogar
	Group 3 Cellular/Geotextile Retaining Walls	Fisher
	Group 4 Rock Retaining Walls	Beers/Rivas
	Group 2 Wood Steps	Knapp
	Group 1 Cable Steps	Allsop/Turner
	Group 5 Wood Retaining Walls	Shannon
1200-1300	Lunch with Lab Group	All
1300-1630	Afternoon Lab Assignments	
	Group 5 Causeway/Turnpike	Cogar
	Group 4 Cellular/Geotextile Retaining Walls	Fisher
	Group 6 Rock Retaining Walls	Beers/Rivas
	Group 1 Wood Steps	Knapp
	Group 2 Cable Steps	Allsop/Turner
	Group 3 Wood Retaining Walls	Shannon
1630-1700	Van Pool to CCC Training Facility	All

**Thursday**

**March 19**

0800-1000	Trail Project Environmental and Cultural Concerns and Protocols	Beers
1000-1100	Trail Project Management Roles and Spike Camp Operations	Knapp
1100-1200	Program Evaluation	Combs
1200	Depart	



**PROGRAM: INTERMEDIATE TRAILS PROGRAM:  
MAINTENANCE AND MANAGEMENT - CCC**

36 HOURS

PROGRAM OUTLINE

<u>PROGRAM ORIENTATION AND MPC REGISTRATION</u> .....	1.0
<u>TRAIL ADMINISTRATION</u> .....	6.0
Review and Use of Trail Inventories.....	
Budgeting .....	
GIS as a Planning Tool .....	
Environmental Review and Permitting.....	
<u>TRAIL LAYOUT AND DESIGN</u> .....	17.0
Rapid Grade Gain Structures .....	
Retaining Walls .....	
Installation Lab .....	
<u>DRAINAGE STRUCTURES</u> .....	10.0
Drainage Situations .....	
Causeways and Turnpikes .....	
Installation Lab .....	
<u>CLASS REVIEW AND TESTS</u> .....	1.0
<u>PROGRAM EVALUATIONS</u> .....	<u>1.0</u>
<b>TOTAL HOURS</b>	<b>36.0</b>

## **INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT**

### **PROGRAM ORIENTATION**

**Purpose:** Participants and trainers will become reacquainted with each other and the Program Coordinator. The group will be given information on the logistics of the weeks training program. Each participant will share how they have applied the knowledge gained in Basic Trails Program: Maintenance and Management at their location and what expectation they have for this program. In addition, the program content will be reviewed and each participant will complete a registration form for Monterey Peninsula College.

**Performance Objectives:** By the close of the session the participant will

1. Review program content, procedure and evaluation processes.
2. Share and record expectations with group members.
3. Complete Monterey Peninsula College registration materials.

### **TRAIL ADMINISTRATION**

**Purpose:** Provide participants with a review of the introduction to classification of individual trails with a park's trail system, the working vocabulary and glossary of trail terms, the ability to complete a trail log and the ability to assess a trail maintenance activity in relation to safety and resource damaging issues. Provide participants with the introduction to developing a cyclic yearly Category I Maintenance Budget for their District's trail system.

**Performance Objectives:** By the close of the session the participant will

1. Demonstrate the knowledge and understanding of different levels of trail classifications according to visitor use characteristics, park features, topography, and sensitive resources.
2. Identify specific trail features and record them in a trail log inventory of an individual trail.

## TRAIL STEP LAYOUT AND DESIGN

Purpose: Provide participants with the ability to recognize when trail steps would be required, the most appropriate trail step to install and the basics of trail step lay out and installation techniques.

Performance Objectives: By the close of the session the participant will

1. Recognize different types of trail step construction.
2. Demonstrate the knowledge and understanding of what type and when to install trail steps.
3. Demonstrate the ability to design, layout and install trail steps.

## RETAINING WALL CONSTRUCTION

Purpose: Develop the participants' knowledge of retaining wall construction and maintenance, techniques and use of alternative technologies.

Performance Objectives: By the close of the session the participant will

1. Identify the necessity and design of different designs of retaining walls on trail corridors.
2. Demonstrate the principles of retaining wall construction, i.e. foundations, key and batter.
3. Construct wood, rock, cellular confinement and geotextile fabric retaining walls.

## TRAIL REHABILITATION

Purpose: Provide the participants with the knowledge of techniques used in trail hardening in wet and saturated areas by the means of causeway, turnpike and drainage lense.

Performance Objectives: By the close of the session the participant will

1. Identify trail drainage situations of wet meadows and short-lived drainage seeps.
2. Demonstrate the ability to select the appropriate trail hardening techniques to mitigate damage to the trail surface during times of soil saturation.

3. Demonstrate the ability to design, layout and construct causeway, turnpike and drainage lenses.

### ENVIRONMENTAL REVIEW

Purpose: Provide the participants the knowledge of interfacing with local planning documents, lack of General Plans, CEQA, PRC 5024, local and regional agency permitting and threatened and endangered species consultation with trail maintenance and development.

Performance Objectives: By the close of the session the participant will

1. Discuss the use of local planning documents in implementation of trail projects and know what to do if the unit does not have a General Plan.
2. Define the relationship and importance of local, regional and state-wide issues of review and permits.
3. Identify the permits necessary for trail project implementation.
4. Implement the PRC 5024 process and utilize the services of local staff for historical and archeological review.





