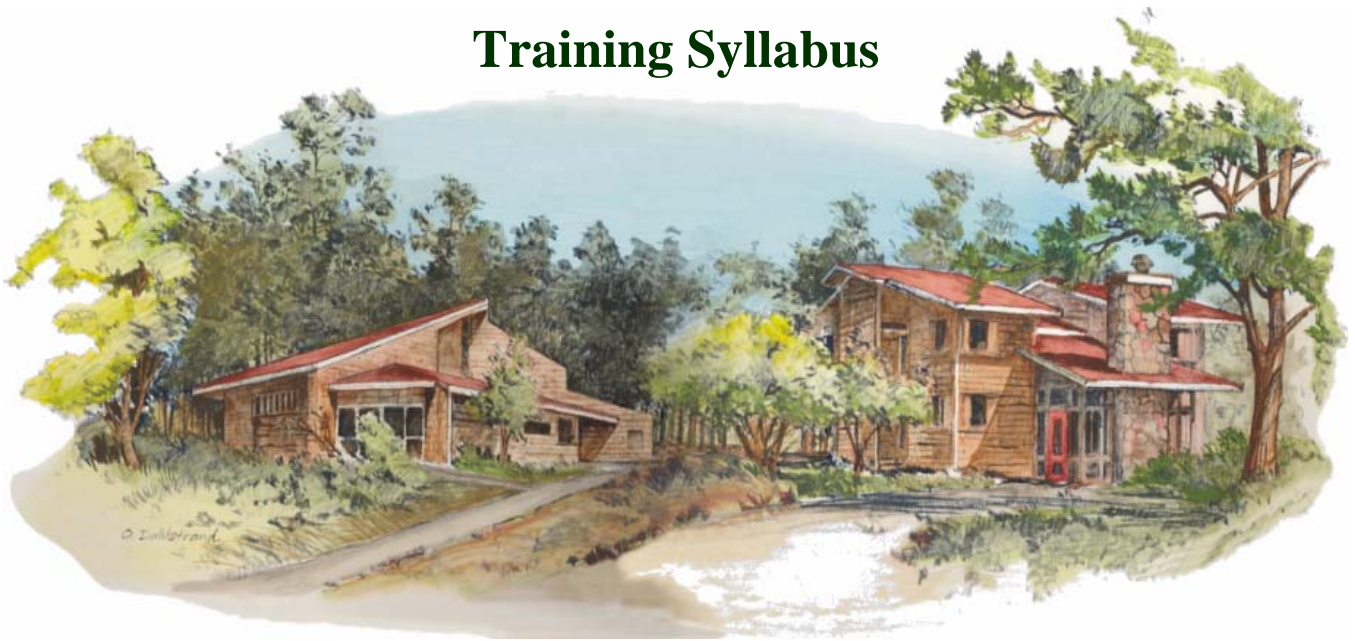


State of California . The Resources Agency . Department of Parks and Recreation

# Intermediate Trails Program: Maintenance and Management

September 28-October 3, 2008

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** August 21, 2008  
**To:** Supervisor  
**From:** **Department of Parks and Recreation**  
William Penn Mott Jr. Training Center  
**Subject:** Employee Attendance at Formal Training  
Intermediate Trails Program: Maintenance and Management

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

### Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Tina L. Williams  
Department Training Officer

Attachment

cc: Participant

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***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

Summer Kincaid ..... 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

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department 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. 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:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. 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 (other than reading) which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from Tahoe City through your District or Office (see attached location map). (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in

advance by the District Superintendent.) Individuals are entitled to claim the Incidental Allowance as outlined in DAM 0410.5. **If you are planning to fly into Reno, Granlibakken has a shuttle service both to and from the Reno Airport.** Contact them directly for the schedule. **Car Pooling:** Please arrange to car pool with neighboring attendees to the Tahoe area if possible. Parking at the conference facility is limited and may be a problem if everyone brings a separate vehicle. The Training Center vans will be transporting you to and from the training sites on a daily basis.

The cost of your travel (air fair, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

4. HOUSING:

- A) California State Park Participants: Register at Granlibakken Conference Center at Lake Tahoe between 4:00 p.m. and 11:00 p.m. on Sunday, September 28, 2008 (see attached location map). Housing will be assigned to you on a single room basis. Housing will be available from 4:00 p.m. on the date of arrival to 11:00 a.m. on Friday, October 3, 2008. The program includes your room and board expenses at the Granlibakken Conference Center. No per diem allowance will be authorized. This does not preclude staying someplace else at your own expense. Please advise the Training Coordinator no later than two weeks before your scheduled arrival if you plan to stay at a different location. No animals are permitted. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless they are registered. Quiet hours are from 10:00 p.m. to 6:00 a.m.
- B) If you are not a State of California Department of Parks and Recreation participant, you are responsible for making your own housing arrangements. Granlibakken Conference Center offers different rates for many different agencies (see attached location map).

Program Coordinator Chuck Combs (telephone: 831-649-7124 or e-mail: chuck@parks.ca.gov) will be happy to facilitate if there is a problem with accommodations. There is a possibility of sharing rooms with other participants to reduce costs. The Conference Center can charge a conference fee to anyone attending the training that is not staying on grounds.

**HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed. Hotel lodging, registration and associated fees will be charged to the employee's District or Office if the training cancellation is received with less than 72 hours notice.**

5. **REGISTRATION:** When you arrive at Granlibakken Conference Center, go directly to the Registration desk for check in and your room assignment. Rooms are equipped with a telephone that must be secured with a personal charge card for payment.
6. **MEALS:** Meals will be provided as part of the accommodations from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Box lunches will be provided on some days. If you require a special diet, notify the Training Coordinator no later than two weeks before your scheduled arrival.
7. **CLOTHING:** Uniforms are not required for this program. (Special clothing requirements for your program are described in "Training Attendance Requirements" section.)

Because we are staying at a very popular private conference facility with other groups, and the image that we project as trails professionals can have a lasting impact on the public, your attire should be appropriate during off duty hours.

8. **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.
9. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. 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.
10. **TRAINING MATERIALS:** The Department of Parks and Recreation Trails Handbook will be used during this program. Please bring your copy with you. No additional copies will be available during the program.
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=WebReq&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. FAX: The Training Center's FAX number is 831-649-2824.
13. TRAINING LOCATION: Training will be conducted at various Tahoe Basin State Parks and Granlibakken Conference Center at Lake Tahoe. Please refer to the location map and directions on the last page of this syllabus.
14. SAFETY REMINDER: The elevation of Lake Tahoe is 6,230 feet above sea level and many people can be adversely affected while their body acclimates to this elevation. Symptoms can include headache, nausea and lack of energy. Make sure that you pace yourself during any of the physical activities and drink plenty of water. Also because of the elevation, many people will be more prone to severe sunburns than at lower levels. Be prepared by having adequate clothing, headgear, and sun blocking lotions if needed.

## 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 Management Syllabus prior to your arrival at the Granlibakken Conference Center.
  - ✓ 5 SLIDE PROGRAM  
Class participants are requested to prepare a brief slide or PowerPoint presentation on trail projects undertaken within their district, park or geographic area of responsibility. Subject matter is limited to trail repair and maintenance activities i.e., trail construction/reconstruction, bridge construction, retaining wall construction, steps (MPO) construction, etc. Before and after shots are desirable. Presentations will be limited to a **maximum of five minutes**. Please have your slides pre-arranged in a Kodak carousel in order or on a USB memory stick, or CD-R to expedite the presentations.
  - ✓ 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 TUESDAY THROUGH THURSDAY WILL REQUIRE WEARING HARD HATS. STUDENTS WITHOUT A HARD HAT WILL NOT BE ALLOWED TO PARTICIPATE IN THE FIELD EXERCISE.**
3. If you are a State Park employee participating in this training, **do not** contact the Granlibakken Conference Center to make any personal arrangements. All special arrangements must be made via the Training Center Office. If you have questions or need help, contact the Program Coordinator Chuck Combs by telephone at (831) 649-7124 or via e-mail at [chuck@parks.ca.gov](mailto:chuck@parks.ca.gov).
4. For general information about Granlibakken Conference Center you may visit it on the web at <http://www.granlibakken.com>.

NOTE: Completion of the pre-training assignments including the 5 SLIDE PROGRAM and bringing your Personal Protective Equipment is mandatory and will count for 20% of your program grade.



## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 7**  
**Agenda – September 28-October 3, 2008**

**Sunday**  
**September 28**

1600- REGISTRATION: *Check in at Granlibakken* All  
*Conference Center*

**Monday**  
**September 29**

0800-0830 Program Orientation/MPC Registration Combs  
 0830-0900 Beginning Class Review/Intermediate Class Overview Beers/Knapp  
 0900-1000 Trail Structure Application Lecture Beers  
 1000-1200 Trail Administration - CAT I Budgeting 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  
 1630-1800 Rock Breaking Lab Allsop/Rivas/  
 Beers/Turner  
 1800-1830 Van Pool to Resort All  
 1900-2000 Dinner All

**Tuesday**  
**September 30**

0800-0830 Van Pool to Training Sites All  
 0830-1200 Morning Lab Assignments  
     Group 1 Causeway/Turnpike Cogar/Spann  
     Group 2 Cellular/Geotextile Retaining Walls Fisher/Turner  
     Group 3 Rock Retaining Walls Beers/Rivas  
     Group 4 Wood Steps Knapp  
     Group 5 Cable Steps Allsop  
     Group 6 Wood Retaining Walls Shannon  
 1200-1300 Box Lunch with Lab Group All  
 1300-1700 Afternoon Lab Assignments  
     Group 3 Causeway/Turnpike Cogar/Spann  
     Group 6 Cellular/Geotextile Retaining Walls Fisher/Turner  
     Group 2 Rock Retaining Walls Beers/Rivas  
     Group 5 Wood Steps Knapp  
     Group 4 Cable Steps Allsop  
     Group 1 Wood Retaining Walls Shannon  
 1700-1730 Van Pool to Resort All  
 1800-1900 Dinner All  
 1900-2200 Participant Slide Presentations All

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 7**  
**Agenda – September 28-October 3, 2008**

**Wednesday**

**October 1**

0800-0830	Van Pool to Training Sites	All
0830-1200	Morning Lab Assignments	
	Group 2 Causeway/Turnpike	Cogar/Spann
	Group 1 Cellular/Geotextile Retaining Walls	Fisher/Turner
	Group 5 Rock Retaining Walls	Beers/Rivas
	Group 6 Wood Steps	Knapp
	Group 3 Cable Steps	Allsop
	Group 4 Wood Retaining Walls	Shannon
1200-1300	Box Lunch with Lab Group	All
1300-1700	Afternoon Lab Assignments	
	Group 4 Causeway/Turnpike	Cogar/Spann
	Group 5 Cellular/Geotextile Retaining Walls	Fisher/Turner
	Group 1 Rock Retaining Walls	Beers/Rivas
	Group 3 Wood Steps	Knapp
	Group 6 Cable Steps	Allsop
	Group 2 Wood Retaining Walls	Shannon
1700-1730	Van Pool to Resort	All
1800-1900	Dinner	All
1900-2100	Participant Slide Presentations Groups	All

**Thursday**

**October 2**

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

**INTERMEDIATE TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT GROUP 7**  
**Agenda – September 28-October 3, 2008**

**Thursday**

**October 2 (continued)**

1700-1730	Van Pool to Resort	All
1800-1900	Dinner (BBQ)	All

**Friday**

**October 3**

0800-1100	Environmental Review CEQA, Other Permits PRC 5024	Jimenez-Anderson/ Kerbavaz Jaffke
1100-1200	Program Evaluation	Knapp/Combs
1200-	Box Lunch "TO GO"	

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

40 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 .....	
Instillation Lab .....	
<u>DRAINAGE STRUCTURES</u> .....	10.0
Drainage Situations .....	
Causeways and Turnpikes .....	
Instillation Lab .....	
Participant Slide Presentations .....	4.0
<u>CLASS REVIEW AND TESTS</u> .....	1.0
<u>PROGRAM EVALUATIONS</u> .....	<u>1.0</u>
<b>TOTAL HOURS</b>	<b>40.0</b>

## **INTERMEDIATE TRAILS PROGRAM MAINTENANCE 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 at Grandlibakken Conference Center and Tahoe Basin State Parks. Each participant will share how they have applied the knowledge gained in Basic Trails Program Maintenance Management Group 6 at their district 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.
4. Review Conference Center Guidelines.

### **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. Be able to 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. Be able to 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. Be able to identify the necessity and design of different designs of retaining walls on trail corridors.
2. Be able to demonstrate the principles of retaining wall construction, i.e. foundations, key and batter.
3. Be able to 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 Unit General Plans, 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. Be able to use the Unit's General Plan in implementation of trail projects and know what to do if the unit does not have a General Plan.
2. Understand the relationship and importance of local, regional and state-wide issues of review and permits.
3. Be able to identify the permits necessary for trail project implementation.
4. Be able to implement the PRC 5024 process and utilize the services of Service Center Staff for historical and archeological review.