

Oregon Parks and Recreation Commission

July 17 , 2013

Agenda Item: 13

Information

Topic: Reports

Agenda Item: 13a

Topic: Annual Audit Committee Update

Prepared by: Bevin Clapper

Summary of Reviews, Audits and Statewide Reports (full reports available upon request)

- 2013 SPOTS Review
 - Approved by the Audit Committee: May 7, 2013
 - Summary: This review of OPRD's administration and use of the Small Purchase Order Transaction System (SPOTS) found that transactions continue to be appropriate, properly authorized, supported through sufficient documentation, and reviewed in a timely manner. This was also true for the SPOTS 2012 Program Review. Prior to 2011, reviews showed weaknesses in transaction documentation and the timeliness of reviews. To ensure continuous improvement, OPRD can further strengthen administration of the SPOTS program by ensuring that employees are aware of the updated OPRD SPOTS Policy and Procedures.

Of the 150 SPOTS card transactions tested, only three simple errors were found. These errors were related to documentation or a misunderstanding of SPOTS card program rules. The transactions were appropriate and furthered the business of the state.

- Construction Contracting and Project Management Audit Report
 - Approved by the Audit Committee: May 7, 2013
 - Summary: Overall, OPRD's construction contracting processes were found to be compliant with state statutes and rules. Audit staff completed a process map that showed where improved coordination could occur such as including internal partners in project planning, allowing enough time for thoughtful contracting, formalizing project management and contract administration, and updating the OPRD's sub-delegated authority policy. A review of all change orders from the 2012 construction season showed some areas for improvement including formalizing the change order process, presenting more information in the Commission delegated authority report regarding the type and reason for change orders and creating performance measures for change orders.
- Enterprise Risk Assessment 2013
 - Approved by the Audit Committee: May 7, 2013
 - Summary: Over all, the Oregon Parks and Recreation Department's (OPRD) enterprise risks and risk levels remained similar to those identified in the 2011 and 2012 Enterprise Risk Assessments. These risk assessments were completed to determine the risks that may prevent OPRD from meeting its goals and objectives. Some of the enterprise risk areas relating to credibility and financial stewardship were (1) uncertainty in the future structure of the Oregon State Fair and Exposition Center (OSFEC) and its relationship to OPRD; (2) risks associated with the implementation of the Park System Plan; (3) the risk OPRD does not reflect the recreational needs and expectations of all Oregonians; and (4) the risk OPRD's patrons and workforce do not reflect the diversity of Oregonians.

Some risks were identified that did not rise to an enterprise risk level. Though these risks are not agency-wide, they indicate a high risk of OPRD's not meeting programmatic goals.

- OPRD is at risk of increasing telephony outages. Reservations Northwest is at risk of a voice infrastructure failure affecting our ability to communicate with our customers.
 - OPRD has not found an effective way to manage Land and Water Conservation Fund (LWCF) projects over time to ensure they have not been converted to a non-recreational use. In addition, on a weekly basis, OPRD is subject to desk audits from National Park Service (NPS) staff which requires OPRD to research possible compliance issues for LWCF projects. Due to the number of investigations prompted by NPS, time spent resolving conversions, and the large volume of inquiries from State and local agencies, OPRD Staff continues to make slow progress on the back-log of required site visits for past projects.
 - Coordination of concessions by OPRD is high risk from a programmatic perspective. The risk associated with OPRD's concession program is both from inefficient coordination and from missed revenue opportunities. Both contracting, real property, and accounting identified this as an area of concern. Mitigating controls – OPRD has been standardizing concessions contracts and is continuing effort to coordinate contract administration across directorates.
 - There is a risk that OPRD could not provide budget and expenditure information for all the grant monies spent up to a given period of time. This is especially risky when considering grants that OPRD awards to itself because of differing payment documentation requirements. OPRD is at risk of not being able to accurately answer public information requests. Mitigating controls – OPRD is moving to a business support model of granting and is working with DOJ to rewrite grant agreements. Also, IT enhancements are being planned for grant and contracting modules of the internal tracking system. These enhancements could significantly mitigate risks in this area.
 - OPRD is at risk of not meeting its objectives if it doesn't strategically balance operational duties with administrative duties and internal controls. Mitigating controls – Management Unit Risk Assessments are being developed to better understand the risks and needs of the parks as well as work on internal control solutions. In addition, OPRD's operations directorate is currently collecting data on the time spent in the field on different job duties. This data can be used to better inform system improvements and balance administrative versus operations duties.
- Secretary of State FY12 Statewide Audit
 - Presented to the Audit Committee: January 29, 2013
 - This annual audit conducted by the Secretary of State Audits Division concluded in January of 2013. The audit found no material weaknesses in internal controls over financial reporting for the accounts selected for review.
 - Oregon State Fair Management Review 2012
 - Approved by the Audit Committee: January 29, 2013
 - Summary: The Quality Assurance Coordinator worked intensively with Oregon State Fair (OSF) management and assisted in a consulting role during the 2012 OSF. Work was completed to assess the admissions, ticketing, contracting, entertainment, and programming (livestock and creative living) departments. The management review was intended to keep the OPRD Audit Committee and management informed of OSF management successes, challenges, and areas for improvement.
 - Results: Successes
 - OSF management rebuilt their relationship with the livestock community.

- The return on investment for the Oregon State Fair event showed the event was profitable when not considering year-round operating costs or facilities.
- Patron attendance showed a slight increase over last year.
- The scanning solution provided by the ticketing contract resulted in excellent data and was functional for all but 2 hours of fair operation.
- Under the leadership of Matt Rippee, the operations department functioned as a team and offered higher quality logistical support than was available in prior years.
- The “pass gate” was eliminated increasing the number of traceable entries and reducing risk of loss.
- The accounting of ticket sales balanced every day.
- Major entertainment (LBD Amphitheatre) brought in over \$250,000.
- The contracting process was the best it has ever been with the majority of contracts signed prior to the exchange of benefits.
- Results: Challenges
 - New management and the vacancy of several key positions was a challenge during the OSF.
 - OPRD and the OSF implemented changes to be compliant with House Bill 2020. House Bill 2020, now Chapter 603 of the Oregon Revised Statutes, requires state agencies with more than 100 employees to bring the organizational structure in line with an 11 to 1 management to staff ratio. As part of this process, permanent positions were eliminated within the competition departments (both livestock and creative living).
 - Uncertainty in the future structure of the Oregon State Fair and Exposition Center (OSFEC) and its relationship to OPRD created some challenges. Since the future of the OSF is uncertain, decisions and changes to processes are being highly scrutinized by stakeholders. This has resulted in difficulty recruiting and retaining quality staff as well as increasing the challenge in finding long-term partners for sponsorship and programming.
- Results: Areas for improvement.
 - One area for improvement is communication, both the external communication between OSF and fair patrons as well as internal communication between staff.
 - Though an attempt was made to improve documentation of sponsorship return on investment, there is still not a clear way to determine which sponsorships were beneficial and which were not.
 - Destination Recreation had very low patron traffic. This area should be reassessed for return on investment.
 - The process for ticket pickup for participants, vendors, and sponsors and for pre-sale tickets should be assessed and improved.
 - Staffing was very restricted this year and there were several areas where patron experience and event coordination were affected. OSF management has better information regarding staff needs and should strategically assign staff for next year.
 - After the last day of fair, several items were stolen from vendors and, in one case, a participant. It is recommended that OSF management develop a post-fair security strategy.

Audit Plan for Fiscal Year 2014 (July 2013 to June 2014)

An audit plan was approved by the Audit Committee on May 7, 2013. The audit plan includes an audit of OPRD’s Land and Water Conservation Fund grant program, a management review of the Oregon State Fair, a management review of OPRD’s concession program, the require annual review of the SPOTS program, and the annual enterprise risk assessment. In addition, time has been allocated for management unit risk assessments. These risk assessments will be administered by the Quality Assurance Coordinator and the Financial Service Manager and will include reviews of internal controls in the parks.

Agenda Item: 13b

Topic: Stub Stewart Trail Map

Prepared by: Mark Davison

Attachment: Stub Stewart Trail Map

Stub Stewart State Park has more than 20 miles of trails for hikers, horseback riders, and mountain bikers. The trails are designed as a “stacked loop” system. Easier, shorter loops are close to the trailheads, and longer, more difficult loops extend further beyond the trailheads. Hikers, bikers and equestrians are welcome throughout these trails.

New Recreation and Trail Guide

With the development and increased use of trails at the park there was a need for a new trail map to provide improved communication regarding recreation opportunities for visitors. With this goal in mind the attached Recreation and Trail Guide was produced showing the latest trail information at Stub Stewart and describes the array of recreation activities available to visitors. The new guide provides clarity and ease of use to make the visitors experience as enjoyable as possible.

Agenda Item: 13c

Topic: Indie musician filming video in state parks

Prepared by: Chris Havel

The department is working in cooperation with the Oregon Governor's Office of Film & Television this summer to simultaneously promote Oregon as a filming location and the beauty and diversity of the state park system. An independent musician, Slater Smith, will film video at a large number of state parks over the next 10 weeks, creating a music video for a song called "Back O'er Oregon" he and his band (The Weather Machine) wrote for their debut album.

Slater will film a performance of the song at each of the parks he visits, then string clips of the parks together into a single video. The video will be premiered at Music Northwest and Tech Northwest, two Portland events this September. Slater will be blogging as he travels (<http://overoregon.tumblr.com/>). He plans to tent camp as he drives from park to park.

Agenda Item: 13d

Topic: 2012 Hiker/Biker Survey

Prepared by: Alex Phillips

Attachment: Survey Form

Hiker/Biker campsites are available in 28 parks for those traveling by foot or bicycle without a support vehicle. They are typically set up to be used communally instead of as individual sites. The price is \$5 per night per person, and reservations are not available.

In order to gauge how well these sites are meeting customer needs, OPRD distributed surveys to hiker/bikers at the parks in 2012. (A similar survey was conducted in 2010.) A total of 195 "parties" responded, representing 331 campers (114 female and 217 male). The average age was 35 with the oldest being 75. Bicyclists made up 183 of the responses, and hikers accounted for 12 responses. Most responses were from the coastal parks; only one from the Mountains Region.

Survey finding highlights and selected quotes from respondents:

Interactions with park staff rated very highly at 4.7 out of 5

- "Hiker/biker campgrounds are the best idea ever. I applaud Oregon State Parks for developing them. Logistics are difficult for bikers and daily distances are difficult to predict. To be able to push a few extra miles to a camp and know you won't be turned away is the greatest luxury."
- "Such a great system for cyclists. Thank you."
- "Just accept my sincere thanks. See you next year."

Most requested improvements:

- Easier access to drinking water and restrooms, bike racks, outlets to charge mobile devices, better signage inside park to the hiker/biker areas, covered group shelter, secure food storage to prevent wildlife foraging and more patrol to ensure only hiker/biker users are in the sites.
- "We have seen some people in H/B sites that are not hiking or biking. Maybe more patrol could deter this."

Recommendations for additional hiker/biker sites:

- Silver Falls State Park
- Valley of the Rogue State Park
- Cove Palisades (at the top rim)
- Columbia River Gorge State Parks (popular cycling route)
- LL Stub Stewart
- Ainsworth

The last two parks have walk in sites, but not a designated hiker/biker area; walk-in sites can fill up and are priced per site instead of per person.

Next Steps:

We will be sharing these findings with park managers and others in the department for potential follow-through on some of the recommendations. We plan to conduct another hiker/biker survey in 2014.

MULTI-USE TRAILS

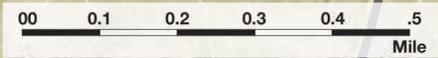
Stub Stewart State Park has more than 20 miles of trails for hikers, horseback riders, and mountain bikers. The trails are designed as a "stacked loop" system. Easier, shorter loops are close to the trailheads, and longer, more difficult loops extend further beyond the trailheads. You can enter the loops via the B-V State Trail, or through one of the day-use parking lots. Hikers and bikers are welcome throughout these trails; some portions of trails are off limits to horses for safety reasons. Please check the maps in this brochure and the signs on the trails.

TRAIL SYSTEM OVERVIEW

Trail Difficulty	Hiker Trail	Bike Trail	Equestrian Trail
Accessible	Easy	Moderate	
Difficult	Extremely Difficult		

NOTE: Major Trails are in Bold

Trail Name	Miles	Difficulty	Trail Type
Banks-Vernonia State Trail	3.5	Accessible	Hiker, Bike, Equestrian
Boomscooter Trail	1.0	Easy	Hiker, Bike, Equestrian
Bucking Pass	0.2	Difficult	Hiker, Bike, Equestrian
Swing Donkey Trail	0.2	Easy	Hiker, Bike, Equestrian
Skidder Row	0.5	Easy	Hiker, Bike, Equestrian
Hares Canyon Trail	2.7	Moderate	Hiker, Bike, Equestrian
Unfit Settlement View	1.0	Moderate	Hiker, Bike, Equestrian
Peavey Hook Bridleway	0.6	Easy	Hiker, Bike, Equestrian
Lasso Loop	0.4	Easy	Hiker, Bike, Equestrian
Hooktender Horseshoe	0.4	Easy	Hiker, Bike, Equestrian
Bullbucker Trail	0.2	Easy	Hiker, Bike, Equestrian
Sidewinder Horseshoe	0.2	Easy	Hiker, Bike, Equestrian
Matchcutter's Lane	0.8	Moderate	Hiker, Bike, Equestrian
Barberchair Trail	0.8	Easy	Hiker, Bike
Bark Spud Trail	0.3	Easy	Hiker, Bike
Heartwood Trail	0.2	Easy	Hiker, Bike
Widowmaker Way	0.5	Easy	Hiker, Bike, Equestrian
Brooke Creek Trail	0.6	Easy	Hiker, Bike, Equestrian
Timber Beast Trail	0.4	Easy	Hiker, Bike, Equestrian
Jackstrawed Tarry	0.6	Moderate	Hiker, Bike, Equestrian
Felling's Wedge	0.2	Easy	Hiker, Bike, Equestrian
Springboard Horseshoe	0.1	Easy	Hiker, Bike, Equestrian
Log Flume Trail	0.2	Easy	Hiker, Bike, Equestrian
Hollie's Point of View	0.4	Easy	Hiker, Bike, Equestrian
Bumping Knots Loop	4.2	Extremely Difficult	Hiker, Bike, Equestrian
Williams Creek Horseshoe	1.6	Moderate	Hiker, Bike, Equestrian
South Caddywhomper Way	0.8	Moderate	Hiker, Bike, Equestrian



Disc Golf Area Map



Mountain Bike Core Area Map



MOUNTAIN BIKE TRAILS

Singletrack created by and for mountain bikers

- Cross-country** trails are contour-based, so go with the flow.
- Freeride/all-mountain** riders. Look to gravity and advanced TTFs for advanced-level fun.

Skill Filters - Installed at the beginning of a trail section, these features test your ability to ride the rest of the trail.

TTFs - Technical trail features: these challenge riders with advanced skills.

S.P.A.R.E. us the trouble

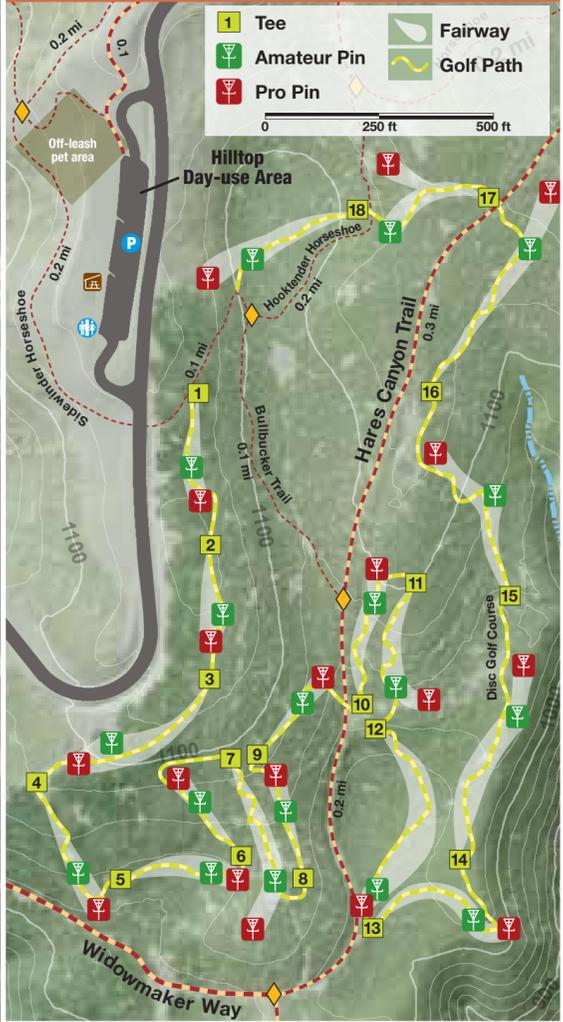
- Scope It** Check the signs and be aware that trail features can change.
- Plan It** Make a plan for each feature you want to use.
- Accept It** Trails not recommended for novice riders. You control the degree of risk.
- Respect It** Wear protective gear and be considerate of others.
- Ease It** Start with smaller features and work your way up. When in doubt, walk your bike.

TRAIL SYSTEM OVERVIEW

Trail Difficulty	Bike Trail	Cross-country	Freeride
Accessible	Easy	Moderate	
Difficult	Extremely Difficult		

Trail Name	Miles	Difficulty	Trail Type
North Caddywhomper Way	0.7	Easy	Bike
Crosstie	0.3	Easy	Cross-country
De-Rail	<0.1	Easy	Cross-country
Shoofly	1.0	Easy	Cross-country
Rise and Shine	0.2	Difficult	Freeride
Drip Torch	0.4	Extremely Difficult	Freeride
Greenhorn	0.3	Extremely Difficult	Freeride
Rinse and Repeat	0.3	Difficult	Freeride
Link'n'Pin	0.9	Moderate	Cross-country
Lokie's Lollipop	1.8	Moderate	Cross-country
Bailing Wire Jxt	0.4	Moderate	Cross-country
Slippery Rail	0.3	Easy	Cross-country
Spur Line	0.3	Easy	Cross-country
Wigwag	0.1	Easy	Cross-country
Spike	<0.1	Easy	Cross-country
Tie Plate	<0.1	Easy	Cross-country

DISC GOLF AREA



MOUNTAIN BIKE CORE AREA



Trail Surfaces

- Hard Surfaced
- Soft Surfaced
- Roads
- Trail Intersection

Contours

- 50ft Interval
- 100ft Inter-

Facilities

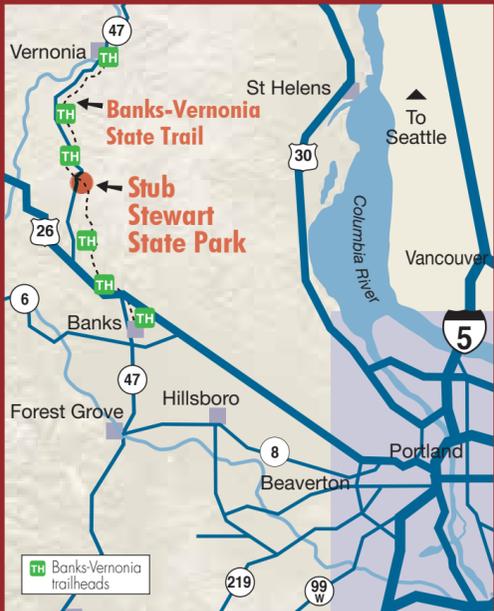
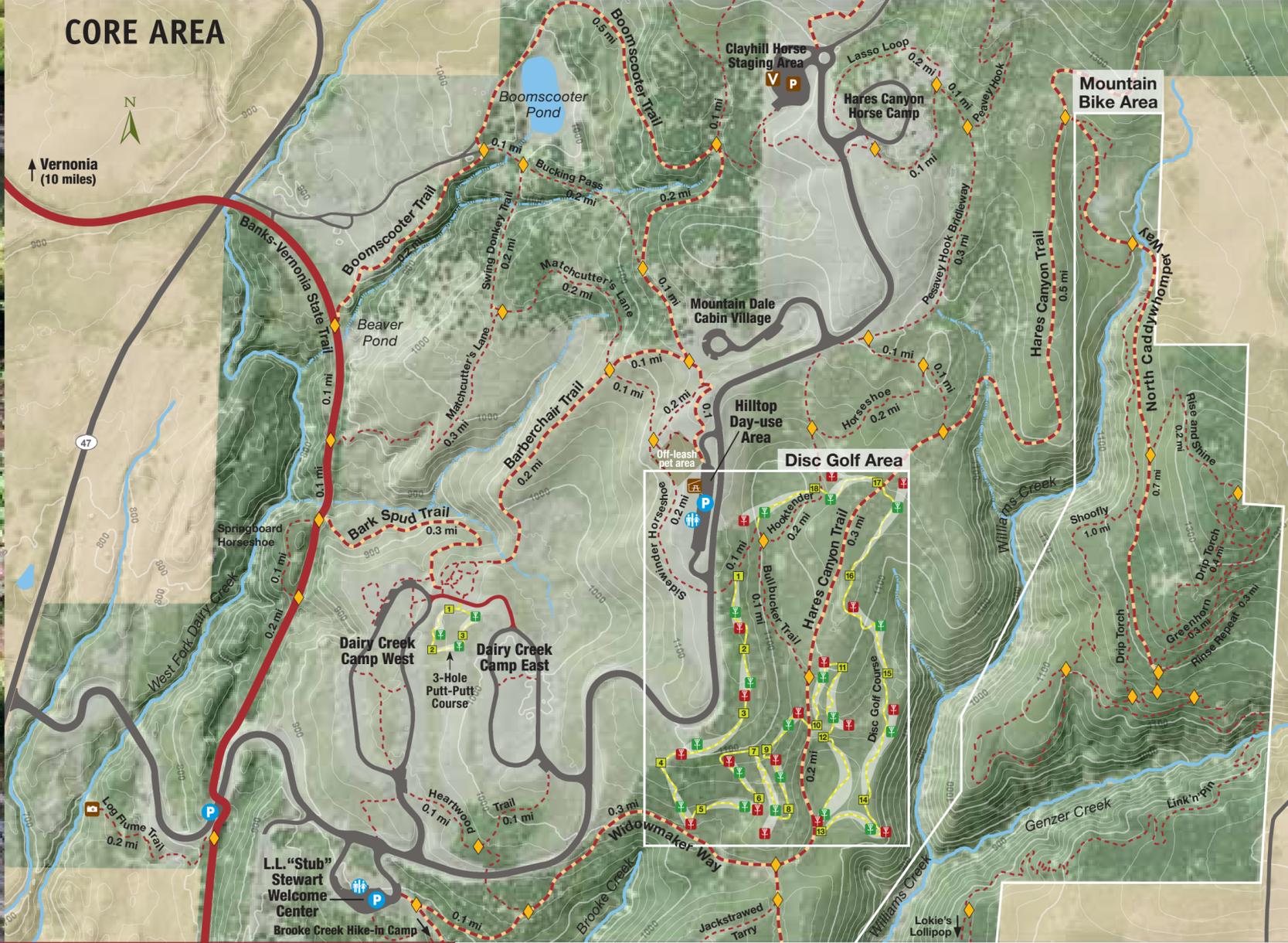
- ADA Parking
- Parking
- ADA Restroom
- Vaulted Toilet
- Picnic Shelter
- Viewpoint
- Disc Golf

1911-2005

L.L. "Stub" Stewart, the park's namesake, was a legend in the world of Oregon logging, and a legend at Oregon State Parks. He served nearly 40 years as an advisor to the Oregon Parks and Recreation Department, enthusiastically championing the world of outdoor recreation and preservation. He and his brother built a small timber company, Bohemia, into a multi-million dollar enterprise that employed thousands at its height. He was also a state legislator, serving in the House of Representatives from 1951-55.



CORE AREA



Stub Stewart State Park



Stub Stewart State Park is like a big, big, multipurpose playground in Portland's backyard. Just 34 miles west of Portland, this park is a haven for those whose idea of recreation is, well, active. Hikers can explore more than 20 miles of trails: some easy, some hard. Bicycling can be sweet and simple, or it can be a heart-pounding, roller coaster ride on one of many professionally designed mountain bike trails. Families and friends enjoy the challenge and laughs that an 18-hole disc golf course brings. With all this activity spent, visitors can settle in and pop a tent, park a motorhome, or rent a cabin to relax as the evening's stars come out. And let's not forget the equestrians. Along with one of the best horse camps in the state, Stub Stewart is home to dozens of trails open to horseback riders.



For more information:
 Stub Stewart Management Unit
 30380 NW Hwy 47
 Buxton, OR 97109
 Telephone: (503) 324-0606
 Reservations/cancellations: 1-800-452-5687



www.oregonstateparks.org

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63400-8115 (5-13)

TRAIL RULES



Leave No Trace Center for Outdoor Ethics is a partner that teaches people principles in enjoying the outdoors responsibly. Help us put these principles into action.



- Hikers yield to horses.
- Bicyclists yield to hikers and equestrians.
- When passing, announce presence within 25-50 feet with your voice and ask user how to pass safely.



- Keep all pets under physical control and on a leash not more than six feet long.
- You are responsible for your pet, including picking up waste.



- Stay on designated trails.
- Please respect private property.



- Camping is permitted in designated campgrounds only.
- Do not camp or build fires along trails.



- We do not have garbage cans.
- Please take all trash to the garbage/recycling center across from the Welcome Center.



- Please speak to park staff at the Welcome Center.
- If staff is unavailable, write a note and place it in a pay box at one of the self-registration kiosks.

Oregon State Parks and the staff of Stub Stewart State Park would like to thank the following groups for their time, expertise and enthusiasm. Without you, the park would not be as great as it is!





We are conducting this survey to learn about your experiences at Oregon State Park hiker-biker campgrounds. Your input is important and will assist managers in improving your experiences at these campgrounds. **Please return completed surveys to the campground registration booth, fee box at pay station or comment box.**

1. Name of the state park where you are filling out this survey: _____
2. Today's date: _____
3. Are you traveling by bicycle or by hiking? (**check ONE**)
 - Bicycle Hiking
4. Have you completed a similar Oregon state park hiker-biker campground survey before?
 - No Yes → if yes, please complete this survey if you have additional information to share about your experience.
5. In what town or state park did you start this cycling or hiking trip?

Name of town or state park _____
6. Before this trip, had you ever visited an Oregon State Park hiker/biker campground? (**check ONE**)
 - No Yes
7. Which of the following best describes your group type? (**check ONE**)
 - Solo With an organized group
 - With friends and/or family Other (write response) _____
8. For you and your group members, please write in the following information.

<i>Yourself</i>	Current Age _____	Gender _____
<i>Member #2</i>	Current Age _____	Gender _____
<i>Member #3</i>	Current Age _____	Gender _____
<i>Member #4</i>	Current Age _____	Gender _____
<i>Member #5</i>	Current Age _____	Gender _____
9. Where do you live? (**write responses**) Zip/Postal code _____ Country _____
10. Is your group using a support vehicle on this trip? (**check ONE**)
 - No Yes
11. Before this trip, did you know about Oregon State Park hiker-biker campgrounds?
 - No
 - Yes → if yes, how did you first learn about Oregon State Park hiker-biker campgrounds? (**check ONE**)
 - Oregon State Park website
 - Oregon State Park brochure
 - Discovered a hiker-biker campground during a previous visit to an Oregon State Park
 - Guide book or website not provided by Oregon State Parks
 - Other (write response) _____
12. When planning your bicycle/hiking trip, what information sources did you use? Please list websites, publications, or other information sources.

13. When planning your bicycling/hiking trip, were you able to find all the information you needed? (**check ONE**)
 - Yes No → if no, what additional information did you need? (**write response**) _____

14. How **important** are the following possible future improvements to Oregon State Park hiker-biker campgrounds? (**circle one number for EACH**)

	Not Important		Neither		Extremely Important
Drinking water close to hiker-biker campground	1	2	3	4	5
Access to an electrical outlet or power supply	1	2	3	4	5
Personal storage locker for food and gear	1	2	3	4	5
Tent pad or platform	1	2	3	4	5
Covered group shelter	1	2	3	4	5
Toilet close to hiker-biker campground	1	2	3	4	5
Shower close to hiker-biker campground	1	2	3	4	5

15. How **dissatisfied or satisfied** were you with the following at **this** hiker-biker campsite? (**circle a number for EACH**)

	Very Dissatisfied	Dissatisfied	Neither	Satisfied	Very Satisfied
Noise level at campsite.	1	2	3	4	5
Cleanliness of campsite.	1	2	3	4	5
Interactions with park rangers / personnel.	1	2	3	4	5
Location of the hiker-biker campsite within the park.	1	2	3	4	5
Directional signs within the park.	1	2	3	4	5
Directional signs to the park.	1	2	3	4	5

16. For each item in question #14 that you rated 3 or lower, please explain how you feel the service could be improved.

17. Were you concerned about the security of your personal items at this hiker-biker campground? (**check ONE**)

- No
 Yes → if yes, what can we do to help you secure your personal items during your park visit? (**write response**)

18. Hiker-biker campgrounds are currently available at 24 Oregon State Parks. Please list any additional Oregon State Parks where you feel hiker-biker campgrounds would be useful to you in the future.

19. Please tell us anything else we can do to improve your experience at State Parks hiker-biker campgrounds.

Finally, Oregon State Parks is collecting email addresses of cyclists that would like to participate in follow up questions to this survey and a cycling survey sponsored by Travel Oregon. **Survey results will be used to measure the economic value of bicycling in Oregon.** Please print your email address below if you would like to participate.

Email Address: _____

Thank you! **Please return completed surveys to the campground registration booth, fee box at pay station or comment box.**