



Friends of China Camp (FOCC)

Operations Report for China Camp State Park Fiscal Year 2013-2014

Since the Operating Agreement between The State of California, Department of Parks and Recreation and Friends of China Camp was activated on July 27, 2012, FOCC has met its contracted financial and stewardship obligations each quarter which resulted in uninterrupted funding for DPR/CSP staffing, general operations and maintenance, protection of the natural and cultural features and expansion of interpretive programs. During this second year of the operational contract, the Park and its facilities were open and accessible to the public seven days a week.

In November 2013, FOCC entered into a Partnership Financial Contribution and Matching Fund Agreement with the Department of Parks and Recreation which amended previous agreements. Operations and maintenance of Tomales Bay State Park and Olompali State Historical Park will continue under CSP management and FOCC/MSPA will provide monetary support from donations and matching funds through FY 2014-2015.

FOCC maintains operator status for China Camp State Park in partnership with CSP through the 2014-2015 FY per amendment signed in November 2013.

I. Keeping China Camp State Park open, accessible and thriving

FOCC's primary goals during the 2011-2012 "Save the Park" campaign were to insure that all the Park facilities would be open to visitors 365 days a year and that these visitors would have the opportunity to experience the exceptional natural and cultural features of China Camp in a well-cared-for environment.

During this second year of operation, all facilities of the park remained open daily.

II. Friends of China Camp (FOCC) organization changes

Due to the increased responsibilities of FOCC as park operator and the size and complexity of its operating budget, changes to the organizational structure were initiated. These included incorporating with the California Secretary of State to limit the liability of board members, revising and expanding the Bylaws, and filing with the IRS for 501(c)(3) status, adopting new conflict of interest and notice policies (to reflect more common current use of electronic communication). All these changes are intended to make FOCC a more agile organization and one that meets state and federal legal requirements.

III. Revenue Building, Financial Oversight, and Distribution of Funds

a. Improved park use fee collection technology.

The on-going operational costs of running China Camp State Park required the implementation of day-use fees at the Park during FY 2012-2013. This FY, trail usage fees were reviewed and simplified where needed, and Pay Pal and Web site were updated with the new information. The processing of Annual Parking and Trail Usage Passes is now done on-site in the park office, expediting the receipt of passes for purchasers.

Day-use and parking fees and annual passes continue to be collected via strategically placed VenTek pay-stations that accept both cash and credit cards. The low-revenue pay station previously located at the Miwok Meadows gate was moved late this FY to the Shoreline trail head by the Ranger Station and has produced an increase in revenue. Passes were also available for purchase at the FOCC website. Iron-rangers were maintained which accept cash and checks. These payment options offer convenient choices to park visitors. Longer hours of operation have resulted in increased park use and funding potential. FOCC is promoting reserved fee-based, day-use opportunities for recreational programs and varied activities.

b Financial accountability

FOCC collaborated closely with CSP and MSPA to insure compatibility among the financial tracking systems using QuickBooks for Non-Profits. To further improve real time financial tracking, QuickBooks On-Line was installed this FY to allow for multi-person access to records simultaneously.

The following three levels of funds were overseen during the FY:

- (1) CSP Matching Funds,
- (2) CSP Contingency Funds and
- (3) FOCC Unexpended Revenue

(1) CSP Matching Funds

As a result of Legislative Action in the 2012-2013 FY, matching state funds were made available to FOCC with a use-by, or commitment to use-by date of June 30, 2014. By May 2014, FOCC and MCPA had fulfilled all obligations to DPR in cash, volunteer hours and in-kind expenses to secure all the match funds. These matching funds for CCSP totaled \$ 998,764 and were used for, or committed to be used for, the following purposes.

1. CSP Operations and Expenses
2. Restoration of sections of Shoreline Trail to DPR standards

These funds matched generous donations received from the community, including individuals, foundations, other non-profit organizations and businesses as well as credits applied to tens of thousands of hours of volunteer service.

(2) CSP Contingency Funds

According to the operating agreement, cash contribution of \$363,000 from FOCC was kept in a CSP contingency account and not to be used until all match funds are expended. Somehow due to unexpected CSP accounting methods, \$80,000 was used and cannot be reversed. By the end of the Fiscal Year, we have \$283,000 in the account.

(3) FOCC Unexpended Revenue

During this FY, FOCC funds have continued to pay for porta-jon servicing at Miwok Meadows and the Group Campsite, several replacement picnic tables and barbecue grills and two informational display panels, and a large cache of trail maintenance tools, as well as many other operations expenses.

In addition to these funds, substantial in-kind contributions were received in the form of materials and labor to upgrade the public Village Pier, salvage and berth the historical boat St. Erina, provide additional office furniture for the Natural History Center and Ranger Station, and Map Boxes/Mountain Bike Repair Kits.

At the end of FY 2013-14, FOCC had \$530,867 in our reserve. We have experienced gross income of \$364,966 and estimated joint CSP / FOCC expenses of \$450,000 for this FY, pending final CSP report.

IV. Day to Day Operational Functions

Regular California State Parks CSP/FOCC operational meetings and working group meetings were held to share information, resolve issues and make decision regarding day to day operations

a. Collaboration and Division of Duties between FOCC and CSP

Operating the Park under the terms of the operational contract between DPR and FOCC has been a new experience for both entities and required ongoing clarification of duties and procedures and establishment of effective communication channels. While accounting for FOCC revenue and expenses has been streamlined and data readily available, accounting for CSP expenses continues to be a challenge. Reporting for actual CSP expenses has been behind 2 to 4 months. The time lag has made identification and resolution of discrepancies and irregularities more difficult, and financial planning less reliable.

b. State Park staffing

The following California State Park positions were funded

- 1 full time Peace Officer/Park Ranger
- 1 full time Maintenance Worker I
- 2 Seasonal Park Aides
- 2 Seasonal Maintenance Aides

c. Operations handled through volunteer support

We have no paid positions to assist in the FOCC segment of operational responsibilities. Core volunteers handled such responsibilities as collection of park-user fees, vendor contracts, park use permitting and special events, educational/interpretive programs as well as oversight, strategic planning, administration needs, financial planning, accounting, fundraising, volunteer coordination and community relations among others.

d. Communication Systems

A WiFi internet connection was established to serve camp hosts, CSP staff and volunteers working at the Back Ranch campgrounds and road-head Kiosk. This allowed for easier communications regarding camp reservations, visitor services and other operational needs. The cost was shared by CSP and FOCC.

V. Maintenance, Stewardship and Capital Improvement

a. Park Informational Signage

Two new ADA approved informational display panels were approved for installation at Bullet Hill trail head and at Backranch kiosk.

b. Trail Survey Work

A GPS system was developed last FY to more precisely identify the location of reported emergencies and to pin-point areas on the 15 miles of park trails that require maintenance. The system also provides information that helps FOCC/CSP plan for needed train and grounds improvements over the long term. A Trail Survey of Shoreline Trail was used by CSP and FOCC for planning appropriate treatment for each segment of trail. Similar Trail Survey work was begun on Bayview and Oak Ridge Trails as well.

c. Major Trail Restoration Project

Match Funds allowed the DPR to contract with the California Conservation Corp to begin the restoration work of the 14-mile trail system. Constructed over 20 years ago, the trails have suffered with heavy traffic that has left deeply eroded sections that contribute to sediment runoff and hazardous conditions for the public users. In July 2014, the CCC began a series of mobilizations over 30 weeks to work on key sections of the trails. FOCC volunteers working through the CalParks Foundation's Parks Champions program will provide support services for the crews work. Even with this great beginning there will remain much work to accomplish going forward. The CCC expects to accomplish approximately 3 miles of restoration leaving many miles that will need to be restored. Fundraising will continue and the FOCC core volunteers continue to work hard in providing support labor and services to stretch our dollars.

d. Campground Improvements and Management

During this FY, a water line was run into the Group Campsite so that there is now a portable water spigot and drinking fountain within the site. FOCC continued to process reservations for the group campsite; that function will be transferred to Reserve America for reservations at the start of CY 2015

e. Addressing Vandalism

FOCC continued to partner with Marin County Bicycle Coalition to address illegal trails and prevention of bike related problems. Rehabilitation of damaged areas was periodically accomplished through the efforts of park staff, the Coalition and other volunteers. Expanded volunteer foot and bike patrols also provide a visible deterrent and are able to report problem areas in a timely manner.

f. Village Improvements

FOCC led a number of volunteer work days directed towards the repair and stabilization of cultural resources at China Camp Village. These included the reconstruction of decks, roof, and structural undergirding in three of the historic fisherman's shacks in the village. FOCC volunteers also rebuilt and replaced the pier ladders, reinforced the structure supporting the historic water tank, and stabilized the historic fish processing machinery on site. FOCC work parties removed four full dumpsters of debris from the village, as well as a hazardous Eucalyptus tree threatening both public safety and historic cultural resources at the village.

VI. Improved Web Site and Email Services

The website, www.friendsofchinacamp.org which was developed during the Save the Park Campaign, continued as a key bridge to visitors and supporters of the Park. It includes information on park amenities, fees, reservations, park programs, and in-depth natural and cultural history. Information regarding how community members may become involved as volunteers and supporters is emphasized. The website provides updates regarding current events and issues of importance to the park as well as access to FOCC annual operational reports and media coverage. Links to partners and areas of interest were provided.

An FOCC Vertical Response Social Email Newsletter was developed for improved visitor-member-donor communications.

VII. Volunteer Services

Volunteers continued to be of extreme value to the park's operation, services, and maintenance.

FOCC continued to work with CSP in expanding the Volunteers in Parks Program at China Camp which provided certified volunteers who supported and participated in the Natural History Docent program, in Ranger Station coverage, in expanded Foot Trail Patrol and Village Docent activities, and in Bike Patrol. During this FY, CSPF Park Champions workdays, which add much needed trail work and other projects, were held on a regular monthly basis. FOCC continued to host a Coastal Clean-up Day at China Camp Village. Other FOCC volunteers are regularly involved in handling administrative duties, maintenance projects, in working groups and in the development and implementation of educational programs..

a. Park Champions Volunteer Workdays (CSPF Program)

Four CSP/FOCC volunteers, trained by CSPF, continued as workday project leaders. Monthly Park Champion workdays, sponsored and promoted by the California State Parks Foundation, were planned and implemented to address China Camp needs such as trail maintenance, erosion control and vegetation clearance, fence repairs, etc. Each workday brought in volunteers valuable to the stewardship of park lands and structures. In addition, volunteer work crews from corporations and other nonprofit organizations provided valuable trail and Village work.

b. Board & Volunteer Development and Participation

In addition to monthly working meetings, members of the FOCC Board and/or key volunteers participated in the annual Park Advocacy Day sponsored by the California State Parks Foundation, the CSPF Hidden Stories Conference (Latino History), the Parks Forward Commission workshops, the Bioneers Conference, the annual California League of Park Associations (CALPA) Conference and in the Center for Volunteers and Nonprofit Leadership programs.

VIII. Media Coverage and Promotion

Calparks Newsletter, Phoebe Oelheim, Summer, 2013

“Volunteer Profile: Michael Hanrahan, FOCC Board member, “a state parks advocate, wildlife enthusiast, and true park champion” was featured.

Marin IJ, Tracy Dunham, IJ Correspondent 11/11/13

“Hike of the week: It’s time to get to know San Pedro Mountain” Exploring the forested ridge between the Marin Civic Center and China Camp State Park.

KALW-SF local public radio/npr network, Julie Caine, Arts & Culture Nov,2013

China Camp State Park: Where past and present live side by side

” Lots of us know about China camp State Park --- there’s good hiking and mountain biking, and the beaches along San Pablo Bay are peaceful. But before China Camp was a state park, it was a settlement where many Chinese immigrants made a living and a home. And 88-year-old Frank Quan still lives there”

Marin IJ Feature story 11/26/13

“Funds keep parks going: Nonprofit’s deal with state keeps China Camp, Olompali and Tomales open through mid-2015 The Friends of China Camp has reached an amended agreement with the state’s Department of Park and Recreation to fund China Camp in San Rafael, as well as Olomapi State Historic Park near Novato and Tomales Bay State Park in West Marin.”

Marin IJ, Editorial 12/5/13

“Well-deserved extension for park rescuers Friends of China Camp has been a successful story of community spirit and generosity”. An overview of the DPR/FOCC amended contract and FOCC goals is presented.

Frank Quan, board member and resident of China Camp was featured on *CBS Channel 5 news* 2/3/14 “Last Man Standing”.

San Francisco Chronicle / SF Gate.com, column by Tom Stienstra 2/22/14

“State park in San Pablo offers bay views, mountain biking”. China Camp State Park and its recreational/ historical features, and visitor services highlighted.

Pacific Sun 3/28 /14

China Camp State Park was voted “Best Place to Bike” in the publication’s annual 2013 poll for *Best of Marin* winners.

Marin IJ, Outdoor Calendar Column. – ongoing weekly listings began 5/26/14. Brief description of CCSP, its features, facilities, programs, and contact information published weekly.

San Rafael Pacifics Professional Baseball game on 6/17/14
Declared FOCC/China Camp State Park Night which promoted FOCC/CSP and recognized CCSP as one of Marin’s favorite parks.

Marin IJ, 6/30/14 Hike of the Week: Tracy Dunham, correspondent
“China Camp Shoreline Trail: Dip your toes on nature walk at China Camp.”
Trail map and description of Shoreline Trail and nearby beach areas.

IX. Interpretive / Educational Programs

a. Natural History Center

The natural history display area at the Ranger Station was developed into the Natural History Center with enhanced interpretive displays and materials in 2012-2013. Staffed by volunteers, the center provided visitors with an opportunity to become acquainted with the wildlife and other natural features of the Park. In addition, information regarding interpretive programs, trails, camping and other services were provided.

b. Natural History Interpretive Programs

Training Series: A series of natural history training programs were planned and implemented during the year for potential natural history docents and other volunteers who regularly have contact with visitors. The current focus has been on campfire program and junior Ranger training..

Nature Walks: Natural History Interpretive volunteers offered free walks for the public for the past year, averaging two per month during the period from March through October. Walks were alternately geared for families, children and/or adult audiences, and may have focused on Spring wildflowers, Fall bird migration, salt marsh habitat, and other relevant topics

Campfire Programs: From April through October, Natural History volunteers provided between three and four campfire programs per month for campers at Back Ranch Meadows. These were supplemented by late Fall

and Winter months, campfire programs which were offered as we had enough campers and/or upon request.

Campfire programs, developed and presented by students from Marin School of Environmental Learning (MSEL), included mountain biking, owls and the history of the shrimping village. All had high attendance and were all well received by campers and other visitors.

c. Ongoing Stewardship Partners:

We have developed an ongoing partnership with the Marin School for Environmental Leadership at Terra Linda High School. This is the third year we have been working with them on long-term projects, such as a presentation to elementary schools on China Camp's endangered species, an interpretive signage project, and the recently completed campfire project-- chosen by the MSEL students in response to a project framework and supervised by FOCC and State Parks personnel. Starting this Fall we will have an MSEL intern for four hours a week for the entire school year who will work on one or more selected topics.

We have also begun to develop an ongoing program with Venetia Valley k-8, one of our local schools. The project involves both school visits and China Camp field trips, which we did on a limited scale this past Spring.

d. School and Youth Organization, Seniors Tours:

By request we also provided nature programs, including Junior Ranger, natural history hikes, and Nature Center based programs for schools, scout troops, seniors, and families. These were supplemented by two k-5 nature walks per month during the school year, under the auspices of our partner organization, Wildcare.

e. Outdoor Educational Center

Preliminary work began on site planning and program development on this new major project, an educational center which will be located adjacent to the Ranger Station. It will consist of an open pavilion and development of the surrounding area for class/program activities, a native plants demonstration garden and other features. Site surveys and architectural landscape designs were completed and the grounds were cleared of debris by

volunteers and CSP personnel. The old water/fuel tank on site was repainted by volunteers to blend in with natural surroundings.

f. China Camp Fishing Village Museum

The museum, which is housed in one of the historic structures along the waterfront at China Camp Village, provided exhibits and interpretive displays about the history of the village and the Chinese shrimp fishing industry.

Six dedicated docents, one of whom speaks Mandarin and Cantonese, staffed the museum on weekends during the high season and gave tours by appointment for school groups, Scout troops, senior citizens, and others. For example, a group of fourth graders from the Monterey Bay Chapter School in Pacific Grove stayed in the Campgrounds on their way back from Coloma, studying California History and had a special tour of the Village. Another group from Cornell University Asian Alumni explored the Chinese heritage here at the park. Local kindergarteners and their families chose China Camp to visit as a part of a program established by their teacher to encourage weekend visits to local points of interest. A teddy bear accompanied each child and a photo of the child and bear was taken, often with docents, to record the visit.

Several videos and CDs on China Camp and on San Francisco Bay were played for various groups according to their interests.

g. College level course on China Camp State Park's cultural and natural history

In July 2012, a new history course developed by FOCC, "*China Camp State Park: A Unique Cultural and Natural Resource*" was presented through the Community Education Department, College of Marin, with one class on campus and a field trip to China Camp. Speakers included FOCC/VIPP cultural and natural history docents, China Camp State Park Ranger and a scientist/educator from the National Estuarine Research Reserve (NERR). Because of its success, we presented a second course in May 2013 and a third course is planned in September 2014.

h. Interpretive Signage Project

FOCC's first interpretive signage project in partnership with a local high

school, the Marin School of Environmental Leadership, and CSP is nearing completion. Students in the program, guided by experts in the relevant areas, developed eleven new interpretive signs related to Miwok culture and history at the park. They have been vetted by State Parks Interpretive staff, and will be situated along Shoreline Trail leading to Miwok Meadows, and at Bullhead Flats. The project incurred minimal expense, through the use of recycled materials and volunteer time.

i. Schools Presentations and Field Trips

Despite minimal outreach (due to volunteer and staff time limitations), China Camp continued, by request, to provide both in-school interpretive programs and field trips for a number of schools, after-school programs, Girl and Boy Scout groups. Among these were the Wade Thomas School, Venetia Valley k-8, Marin Horizon and others.

j. Archival Project / China Camp Digital Library

The digital archive project is being expanded to include original source documents such as legislation and newspaper accounts of the anti-immigrant political climate in San Francisco during the late 1800s and early 1900s. We are also developing a bibliography of Coastal Miwok history and will begin purchasing materials for the library on this important facet of China Camp State Park. The library, which will contain both natural and cultural history materials, will be available for use by educators, scholars, researchers, staff and others who wish to explore the story of the Park.

In 2013 three students from the Dominican University of California began the archival project by organizing and digitizing archival materials stored at the ranger station. These materials included newspaper stories, magazine articles, academic research and family historical documents from Frank Quan's personal collection. In addition, the students took part in an oral history project with Mr. Quan, who was born at China Camp in 1926 and still lives there today. Recently, system upgrading and further library organization was provided by a professional archivist.

X. Special Events

The second year of FOCC operations focused primarily on operational needs. However we were able to offer the following events which were free to the public except for parking fees, optional food and China Camp related purchases.

- a. **Heritage Day** Aug. 17, 2013. This annual family oriented event celebrating the cultural history of China Camp State Park.
- b. **Film Nights in the Park** June and Sept. 2013. These events offered visitors a chance to experience the Park at night along the scenic San Pablo Bay at the historic village while viewing quality films.
- c. **Friends of China Camp served as hosts to Parks Foundation & guests.** Jan. 15, 2014. FOCC provided historical and natural history tours and shared operational experiences with California State Parks Foundation president and her 21 guests who are park-related administrators from around the country.
- d. **NERR 10th Anniversary Celebration at CCSP** Nov. 2, 2013
- e. **Public Meeting - FOCC FY 2012-2013 Operations Report** Jan. 21, 2014
FOCC and CSP representatives provided reports and led audience discussions regarding the state of the park and its operations and plans for next FY..
- f. **FOCC Annual Members Meeting** May 31, 2014, This annual meeting was open to all FOCC members and included an update regarding operations and organizational status changes.

XI. Building Partnerships

a. New and expanded Partnerships and joint projects

During the Save the Park campaign, numerous alliances were formed and continued in support of operations and enhanced visitor experiences in recreation, natural and cultural history and park appreciation. These groups include cultural associations, educational institutions at various levels, conservation organizations, historical societies, community services groups, foundations, clubs and government agencies. A few of these include Dominican University of California, College of Marin, Marin School of

Environmental Leadership, Marin Chinese Cultural Association, Marin County Bicycle Coalition, National Estuarine Research Reserve, WildCare, etc. FOCC joined Marin County Bicycle Coalition, Marin Conservation League and Marin Horse Council as Trail Partners in sponsoring the development of the Roads and Trails Management Plan.

XII. Financial Status

The Friends of China Camp financial reports for FY 2013-2014 operations of China Camp State Park are attached.



This report has been reviewed and approved by the Board of Friends of China Camp. Submitted September 12, 2014.

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