

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 16.1
(ID # 30151)**

MEETING DATE:
Tuesday, April 28, 2026

FROM : Regional Parks and Open Space District

SUBJECT: REGIONAL PARK AND OPEN-SPACE DISTRICT: Riverside County Regional Park and Open-Space District – Ratify and Approve the Pool Management Agreement with Desert Recreation District in the amount of \$355,506.30; District 4. [Total Cost \$355,506.30; up to \$35,550.63 in additional compensation; 100% Regional Park & Open-Space District Fund 25400]

RECOMMENDED MOTION: That the Board of Directors:

1. Ratify and Approve the Pool Management Agreement with Desert Recreation District without seeking competitive bids for a period of five (5) years from April 4, 2026, through October 15, 2030;
2. Authorize the Chair to execute two (2) copies of the Pool Management Agreement on behalf of the Riverside County Regional Park and Open-Space District (“District”);
3. Direct the Purchasing Agent to issue Purchase Orders to Desert Recreation District for the duration of the Pool Management Agreement that do not exceed the total contract amount of \$355,506.30 included up to \$35,550.63 in additional compensation; for a total not to exceed amount of \$391,056.93;
4. Authorize the General Manager, or their Designee, to execute future amendments to the Pool Management Agreement, provided such amendments do not exceed ten percent (10%) of the total cost of the Pool Management Agreement, are subject to the availability of fiscal funding, and are approved as to form by County Counsel; and
5. Direct the Clerk of the Board to return one (1) copy of the executed Pool Management Agreement to the District.


ACTION:Policy


Kyla R. Brown, General Manager 3/26/2026

MINUTES OF THE BOARD OF DIRECTORS

On motion of Director Perez, seconded by Director Medina and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 28, 2026
xc: Parks

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 64,338	\$ 67,555	\$ 355,506	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Regional Park & Open-Space District Fund 25400			Budget Adjustment:	No
			For Fiscal Year:	2025/2026

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On December 10, 2024, per minute order 13.1, the Board of Directors approved the Lease Agreements between the Coachella Valley Water District (CVWD), the United States Bureau of Reclamation (BOR), and the Riverside County Regional Park and Open-Space District ("District") for Administration of Recreation at Lake Cahuilla Adjacent to the Coachella Canal known as Lake Cahuilla Veterans Regional Park formally transferring the operations of this facility from the County of Riverside to the District. These lease agreements also allow for the District to make improvements to the facility and enter into subcontracts with third parties to operate or maintain facilities for public recreational purposes.

On November 5, 2024, per minute order 13.5, the Board of Directors awarded the contract for the Lake Cahuilla Veterans Park Modernization Project. This project renovated and upgraded the existing restrooms, enhanced amenities by adding a new pickleball court, provided updated shade structures and additional seating, restored the pool, and upgraded the landscaping. The District now seeks to enter into a Pool Management Agreement with Desert Recreation District (DRD) who will provide lifeguard services, pool management, and related aquatic program support during the District's operational hours annually from April to October. DRD will be solely responsible for hiring, scheduling, supervising, fingerprinting, and determining the qualifications of all lifeguard and pool staff, who will remain employees of DRD. All services will be performed only by approved lifeguard classifications. DRD currently maintains similar pool management agreements with several local cities in the Coachella Valley, including the La Quinta.

The District is entering into a five-year agreement with an option to extend five (5) additional years for Pool Management Agreement with the DRD to support safe and sustainable pool operations at Lake Cahuilla Veterans Regional Park. Ongoing lifeguard recruitment challenges in the Coachella Valley, coupled with the seasonal and variable nature of pool operations, have created staffing uncertainty and operational risk. Partnering with an experienced local park agency mitigates these risks by ensuring consistent staffing coverage, improves cost efficiency by reducing recurring recruitment and training demands, and enhances labor availability through access to an established lifeguard workforce. This agreement enables uninterrupted service delivery, strengthens public safety, and supports fiscally responsible operations aligned with the District's long-term operational needs therefore the agreement is processed in accordance with Single Source Justification # 26-139.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

County Counsel has approved the Pool Management Agreement as to legal form.

Impact on Residents and Businesses

A Pool Management Agreement with an experienced local park agency ensures the facility remains clean, organized, and fully operational during peak hours, reducing unexpected closures. This additional recreational feature aims to increase resident satisfaction and activity at Lake Cahuilla Veterans Regional Park which can lead to higher foot traffic for local businesses.

Additional Fiscal Information

The Single Source Justification documents have been reviewed by Riverside County Purchasing and Fleet Services.

ATTACHMENTS:

Pool Management Agreement Between the Riverside County Regional Park and Open-Space District and Desert Recreation District
Approved SSJ #26-139



Melissa Curtis, Deputy Director of Purchasing and Fleet

4/16/2026



Douglas Ordóñez Jr.

4/23/2026



Aaron Gettis, Chief Deputy County Counsel

4/16/2026

**POOL MANAGEMENT AGREEMENT
Lake Cahuilla Veterans Regional Park**

This Pool Management Agreement (Agreement) Agreement made, effective as of April 4, 2026, by and between the Riverside County Regional Park and Open-Space District, a park and open-space district created pursuant to California Public Resources Code, Division 5, Chapter 3, Article 3, hereinafter referred to as "RIVERSIDE DISTRICT", and Desert Recreation District, a public agency and California special district, hereinafter referred to as "DESERT DISTRICT." Together the Riverside District and Desert District shall be the "Parties".

RECITALS

- A. Whereas the RIVERSIDE DISTRICT wishes to contract with DESERT DISTRICT to provide staffing (lifeguards), scheduling, oversight, special events, and management at the swimming pool located at Lake Cahuilla Veterans Regional Park 58075 Jefferson St, La Quinta, CA 92253, as described in EXHIBIT A, attached and incorporated and by this reference made part of this agreement.
- B. Whereas the Pool Busy Season is defined as Easter to Indigenous People Day/Columbus Day in the yearly calendar and further broken down in Exhibit A;
- C. Whereas the RIVESIDE DISTRICT entered into lease Contract No. 24-07-34-L2192 with the United States Department of the Interior Bureau of Reclamation dated January 16, 2025, and Ground Lease with the Coachella Valley Water District dated December 23, 2024 for use and operation of Lake Cahuilla Veterans Regional Parks;
- D. Whereas the DESERT DISTRICT is ready, willing, and able to provide such services as may be required by RIVERSIDE DISTRICT; and
- E. Whereas the Parties desire for the Desert District to manage the swimming pool located within the Lake Cahuilla Veterans Regional Park.

**SECTION ONE
RESPONSIBILITIES**

Now therefore, in consideration of the matters described above, and of the mutual benefits and obligations set forth in this Agreement, the parties agree as follows:

- A. DESERT DISTRICT understands and agrees that it shall provide services

to RIVERSIDE DISTRICT under and pursuant to this Agreement annually and as further defined in Exhibit A, for the Term of this Agreement or as-needed basis.

- B. The DESERT DISTRICT shall maintain consistent hours of operation during Pool Season as further defined in Exhibit A. Any modification of hours of operation will be coordinated with and approved by RIVERSIDE DISTRICT.
- C. DESERT DISTRICT will hire, schedule, and supervise all lifeguards, pool management, and program personnel. The Parties recognize that all such staff shall be employees of DESERT DISTRICT and not of RIVERSIDE DISTRICT.
- D. Lifeguard classifications applicable to services to be provided under and pursuant to this agreement shall be limited to those classifications set forth by Exhibit A, which Exhibit may be revised from time to time by mutual agreement between the parties.
- E. DESERT DISTRICT shall be solely responsible for the recruitment, hiring, training verification, scheduling, and supervision of all pool personnel.
- F. RIVERSIDE DISTRICT is and shall remain responsible for the primary maintenance of the pool, which includes pumps and filters, facilities and the application of proper pool chemicals.
- G. DESERT DISTRICT shall ensure that pool deck area is clear of any pool equipment when pool is open for use.
- H. RIVERSIDE DISTRICT will be responsible for the required daily chlorine and PH testing.
- I. RIVERSIDE DISTRICT will be responsible for daily cleaning and restocking of the bathrooms.
- J. RIVERSIDE DISTRICT will be responsible for supplying bathroom supplies including paper towels, toilet paper, soap and cleaning agents.
- K. RIVERSIDE DISTRICT will be responsible for vacuuming the pool on a weekly time schedule, at a minimum and will maintain the pool in a clean and sanitary condition.
- L. DESERT DISTRICT recognizes that RIVERSIDE DISTRICT is the leaseholder of the pool and any additional programs using the pool including training courses and sports activities must be approved by RIVERSIDE DISTRICT.

M. RIVERSIDE DISTRICT will have an operating Automated External Defibrillator (AED) at pool location at all times.

SECTION TWO COMPENSATION

For services provided under and pursuant to this Agreement and the written requests of RIVERSIDE DISTRICT, DESERT DISTRICT shall be compensated as provided below:

- A. Provided DESERT DISTRICT is in compliance with paragraph (C) below, the DESERT DISTRICT shall be paid upon receipt of its monthly invoice for providing the staff, oversight and management of staff, and pool scheduling.
- B. Subject to the limitation on total compensation set forth in paragraph (C) below, Desert District shall supply all services, including labor and supplies. The administrative overhead and profit fee for the management of the pool shall not exceed 30% of the total contract amount as broken down in Exhibit A.
- C. The total cost for services under this agreement shall not exceed \$64,337.68 annually with an annual increase of up to five percent (5%), with a maximum total increase of twenty percent (20%) over the five-year contract term. No compensation shall be paid in addition to this amount without the prior written approval of the General Manager of RIVERSIDE DISTRICT, provided the additional compensation requested is within their contracting authority, or the Board of Directors of RIVERSIDE DISTRICT, if the requested increase exceeds the General Manager's contracting authority. At any time during this Agreement, should DESERT DISTRICT anticipate that the approved contract amount will not allow it to provide all RIVERSIDE DISTRICT-requested services through the end of the Term of this Agreement, the DESERT DISTRICT'S General Manager shall promptly advise RIVERSIDE DISTRICT' General Manager in writing of that fact and of the anticipated compensation it believes will be necessary to provide services through the end of the Term. At no time shall services be provided under this agreement if the provision of such services would cause the compensation owed to DESERT DISTRICT to exceed the amount set forth in this agreement or any additional amount authorized by the General Manager or Board of Directors.
- D. RIVERSIDE DISTRICT will handle the collection and payment processing of all user fees related to the pool, including as an example, pool passes

and pool special events.

- E. Daily Attendance Reports will be provided monthly to RIVERSIDE DISTRICT. Attendance includes all pool users.

SECTION THREE PAYMENT

DESERT DISTRICT shall be paid only in accordance with an invoice submitted to RIVERSIDE DISTRICT by DESERT DISTRICT within fifteen (15) days from the last day of each calendar month, and RIVERSIDE DISTRICT shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to DESERT DISTRICT only after services have been rendered or delivery of materials or products, and acceptance has been made by RIVERSIDE DISTRICT. For this Agreement, send invoices to the e-mail listed below:

**RIVERSIDE COUNTY REGIONAL PARK AND OPEN SPACE
DISTRICT
4600 Crestmore Road
Jurupa Valley, CA 92509
Attention: PARKS FINANCE
E-Mail: Parks-Finance@rivco.org**

- A. Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (insert contract ID#); quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- B. Invoices shall be rendered monthly in arrears.
- C. The RIVERSIDE DISTRICT obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of RIVERSIDE DISTRICT funding from which payment can be made. In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code, Section 926.10. No legal liability on the part of the RIVERSIDE DISTRICT shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, RIVERSIDE DISTRICT shall immediately notify DESERT DISTRICT in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

**SECTION FOUR
AGENCY-PROVIDED STAFF**

- A. DESERT DISTRICT is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the DESERT DISTRICT (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which RIVERSIDE DISTRICT employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and DESERT DISTRICT shall hold RIVERSIDE DISTRICT harmless from any and all claims that may be made against RIVERSIDE DISTRICT based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that DESERT DISTRICT in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.
- B. DESERT DISTRICT warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. DESERT DISTRICT shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. DESERT DISTRICT shall retain all such documentation for all covered employees, for the period prescribed by the law.

**SECTION FIVE
DESERT DISTRICT REPRESENTATION**

- A. DESERT DISTRICT represents and warrants that DESERT DISTRICT and its DESERT DISTRICT-supplied workers have the right to perform the services required under and pursuant to this Agreement without violation of obligations to others, and that DESERT DISTRICT and its DESERT DISTRICT supplied workers have the right to disclose to RIVERSIDE DISTRICT all information transmitted to RIVERSIDE DISTRICT in the

performance of services under and pursuant to this Agreement, and DESERT DISTRICT agrees that any information submitted to RIVERSIDE DISTRICT, whether patentable or not, may be used fully and freely by RIVERSIDE DISTRICT.

**SECTION SIX
DURATION AND TERMINATION**

- A. The term of this Agreement shall be for a period of five (5) year(s) from the date of execution of this Agreement and ending as described in Exhibit A. The RIVERSIDE DISTRICT Board of Directors authorizes the General Manger or designee to approve and execute changes, approved as to form by RIVERSIDE DISTRICT Counsel, to the Agreement that include extending the contract for five (5) additional one year term(s) as approved in this Agreement. Such changes shall be mutually agreed upon by and between the RIVERSIDE DISTRICT General Manager or designee and DESERT DISTRICT and shall be incorporated in written amendments to this Agreement. In addition, this Agreement may be terminated pursuant to the following: Immediately upon death or incapacity of any person employed or supplied by DESERT DISTRICT who, in the sole opinion of RIVERSIDE DISTRICT, was essential for the successful performance of DESERT DISTRICT obligation under and pursuant to this Agreement.
- B. This Agreement can be terminated by either party, with or without cause at any time, upon thirty days prior written notice. At termination or expiration of this Agreement, DESERT DISTRICT shall quit and surrender the premises and shall remove from the premises or otherwise dispose of any personal property within 30 days.

**SECTION SEVEN
INDEPENDENT DESERT DISTRICT**

The status of DESERT DISTRICT is that of an independent DESERT DISTRICT and not of an agent or employee of RIVERSIDE DISTRICT and, as such, DESERT DISTRICT shall not have the right or power to enter into any contracts, agreements, or any other commitments on behalf of RIVERSIDE DISTRICT.

**SECTION EIGHT
INSURANCE AND INDEMNITY**

DESERT DISTRICT shall maintain in full force and effect, and upon the request of RIVERSIDE DISTRICT, shall furnish evidence satisfactory to RIVERSIDE DISTRICT that DESERT DISTRICT maintains the following insurance coverage:

- A. Without limiting or diminishing the DESERT DISTRICT'S obligation to indemnify or hold the COUNTY harmless, DESERT DISTRICT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respect to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, including the Riverside District, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.
- B. Workers' Compensation: If the DESERT DISTRICT has employees as defined by the State of California, the DESERT DISTRICT shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside. Policy shall name the COUNTY as Additional Insureds.
- C. Commercial General Liability: Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of DESERT DISTRICT'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.
- D. Vehicle Liability: If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then DESERT DISTRICT shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.
- E. DESERT DISTRICT shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, including Riverside District , Special Districts and Departments, their respective directors, officers, Board of

Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability whatsoever, based or asserted upon any services of DESERT DISTRICT, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the performance of DESERT DISTRICT, its officers, employees, subcontractors, agents or representatives Indemnitors from this Agreement. DESERT DISTRICT shall defend, at its sole expense, all costs and fees including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or omissions.

- F. With respect to any action or claim subject to indemnification herein by DESERT DISTRICT, DESERT DISTRICT shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes DESERT DISTRICT'S indemnification to Indemnitees as set forth herein.
- G. DESERT DISTRICT'S obligation hereunder shall be satisfied when DESERT DISTRICT has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.
- H. The specified insurance limits required in this Agreement shall in no way limit or circumscribe DESERT DISTRICT'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

SECTION NINE ASSIGNMENT

The rights and obligations of DESERT DISTRICT under this Agreement are personal to DESERT DISTRICT and may not be assigned or transferred to any other person, firm, corporation, agency, or other entity without the prior, express, and written consent of RIVERSIDE DISTRICT.

SECTION TEN ENTIRE AGREEMENT

This Agreement shall constitute the entire Agreement between parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

SECTION ELEVEN NOTICES

Any notice provided for or concerning this Agreement shall be in writing and be deemed sufficiently given when sent by certified or registered mail if sent to the respective address of each party as set forth at the beginning of this Agreement.

DESERT DISTRICT:

**DESERT RECREATION DISTRICT
45-305 Oasis Street
Indio, CA 92201
Attention: Maureen Arhuleta**

RIVERSIDE DISTRICT:

**RIVERSIDE COUNTY REGIONAL PARK AND OPEN SPACE
DISTRICT
4600 Crestmore Road
Jurupa Valley, CA 92509
Attention: PARKS FINANCE**

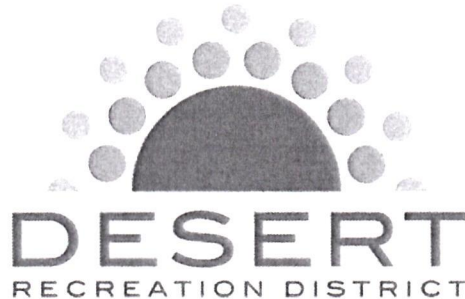
SECTION TWELVE GOVERNING LAW

It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of California.

SECTION THIRTEEN MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

EXHIBIT A
Proposal for Scope of Work and Fees
for Pool Operations
at Lake Cahuilla Veterans Regional Park
Lake Cahuilla Regional Park 58075 Jefferson St, La Quinta, CA 92253



Date: 3/25/2025

To: Robert Williams, Assistant Parks Director

From: Nicholas Torres, Aquatics Coordinator

Subject: Swim & Water Services at Lake Cahuilla Veterans Regional Park Pool

CC: Troy Strange, Assistant General Manager; Maureen Archuleta, Community Services Supervisor

Our vision is through a community collaborative approach, Desert Recreation District will provide quality, barrier-free and safe recreational activities that contribute to the overall wellness of the citizens of the Coachella Valley; encourage healthy lifestyles and positive out-of-school activities; and facilitate, coordinate and plan for recreation facilities and trails.

This letter of Intent affirms Desert Recreations District 's interest to begin a formal working partnership with your agency to operate Aquatic programs at the Lake Cahuilla Regional Park Pool. Based upon your feedback of the attached proposal, Desert Recreation District has provided you with estimates expense details.

Per Desert Recreation District Fees & Charges policy and Manual - pricing and cost recovery The District's recreation services are designed to complement those available throughout the community in order that all residents have a reasonable opportunity to participate in recreation. For the development of the appropriate fee the following three distinct categories of program have been established: Full Subsidy, Merit Pricing, and Full Cost Recovery. This proposal falls into the Full Cost Recovery: Programs in this category are intended to respond to the expressed need of the consumer for a particular recreation service. In setting prices for these services, the intent is to price the activity competitively within the local market and to recover all direct and indirect cost associated with said services. Direct costs include direct program staff, materials and supplies, and immediate administrative overhead (Community Services Coordinator). Indirect costs include administrative overhead and facility use surcharge and shall be calculated at 30% of direct cost.

Proposed Site: Lake Cahuilla Regional Park 58075 Jefferson St, La Quinta, CA 92253

Proposed Services:

- Lap Swim / Open Swim
- Potential Free Swim days
- Special Events
- Marketing in our Activity guide and website

Operating Dates: April – October*

Proposed Operating Hours:

Friday, Saturday, Sunday:

- 11:00am – 6:00pm (7 hours): Recreational Swimming

Proposed Staffing:

- 1 manager to oversee facility operations, guest services, etc.
- 4 lifeguards to oversee pool surveillance

Potential Special Events:

- Poolside Popsicle
- Water Safety with Lenny the Landshark
- Senior Days
- Outdoor Adventure Support
- Adaptive Pool Days
- Lake Cahuilla Special Event(s)

*Typical operating months are June-September, with April and October being non-typical and hours of operation would need to be determined in collaboration with DESERT DISTRICT and RIVERSIDE DISTRICT

Compensation for Services:

Aquatic program service account detail:

Part-Time Salaries

Pool managers	\$7,936.50
Lifeguards	\$28,055.60
Total	\$35,992.10

Expenses

Materials & supplies	\$1,000.00
Uniforms	\$500.00
Communication	\$200.00
Fleet	\$50.00
Minor Equipment	\$1,000.00
Office Supplies	\$750.00
Computer & Office Equipment	\$1,500.00
Travel & Professional Development	\$250.00
Total	\$5,250.00

DRD Absorbed Expenses

10% Community Services Supervisor	\$4,124.21
10% Aquatics Coordinator	\$4,124.21
	\$8,248.42

Total Service Cost Expense	\$49,490.52
Administrative Overhead, Indirect Cost 30%	\$14,847.16

Revenue

N/A

Total	\$64,337.68
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Riverside County Regional Park and Open-Space District

Kyla Brown, Parks Director / General Manager

Date: Friday, March 20, 2026

From: Kyla Brown, General Manager/ Parks Director

To: Purchasing Agent

Via: Lindsey Drake/ Contracts and Grants Analyst (951) 955-2968

Subject: Request for Pool Management Services at Lake Cahuilla Veterans Regional Park

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

Single Source Sole Source

Supporting Documents: indicate which are included in the request from the list below.

- Supplier Quote Supplier Sole Source Letter Final draft agreement
 Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other:

Desert Recreation District (DRD) is a public agency and does not maintain a contractor license with the California Contractors State License Board (CSLB), nor is registration in the federal System for Award Management (SAM.gov) required for this type of entity. A due diligence review was conducted to confirm eligibility to contract, including a search of the California Department of General Services (DGS) lists of ineligible, suspended, and debarred contractors. Desert Recreation District was not identified on any DGS exclusion list and is



considered eligible to conduct business with the Riverside County Regional Park and Open-Space District.

1. Requested Supplier Name: Desert Recreation District Supplier ID: 83294

- a. Describe the goods/service being requested: The District seeks to enter into a Pool management agreement with the Desert Recreation District (DRD) to provide lifeguard services, pool management and aquatic program support at Lake Cahuilla Veterans Regional Park.
- b. Explain the unique features of the goods/services being requested from this supplier: DRD is a regional public recreation agency serving the Coachella Valley and maintains an established aquatic staffing program with trained lifeguards and supervisory personnel. Due to ongoing lifeguard recruitment challenges in the Coachella Valley, DRD's existing workforce, recruitment pipeline, and aquatic program infrastructure provide a unique capability to supply qualified lifeguard staff and maintain reliable pool operations.
- c. What are the operational benefits to your department? Partnering with DRD ensures consistent staffing coverage and reliable pool operations, reducing the risk of closures due to lifeguard shortages. DRD will manage recruitment, hiring, training verification, scheduling, and staff supervision, reducing administrative workload for District staff. This partnership also supports the continued operation of the renovated pool facility following the Lake Cahuilla Veterans Regional Park Modernization Project, approved by the Board of Directors on November 5, 2024.
- d. Provide details on any cost benefits/discounts. Utilizing DRD provides cost efficiencies by leveraging its existing lifeguard workforce, recruitment programs, and training infrastructure, eliminating the need for the District to independently recruit, hire, and train seasonal aquatic staff. Additional savings are achieved through DRD's management of fingerprinting, scheduling, and supervision. This approach allows the District to scale services based on seasonal demand while maintaining safe and reliable pool operations.

2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?

Yes

No

a. If yes, please explain why you are requesting to utilize an SSJ process? Although DRD is a public entity, the services cannot be competitively bid or obtained through a cooperative agreement due to the need for a regional provider with an established lifeguard workforce and aquatic program infrastructure. Desert Recreation District currently provides similar services within the Coachella Valley and is uniquely positioned to support the District's seasonal pool operations. No viable cooperative contract or existing public agency agreement was identified that meets the District's operational needs.

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now? (If yes, please provide the reviewed single or sole source tracking number).

Yes SSJ# _____ No

a. What was the total annual and aggregate amount? N/A

4. Identify all costs for this requested in the table below:
If review is for multiple years, all costs must be identified below:

Description:	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	Total
One-time Costs:	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Lifeguard Services						
Other Costs: Change Orders	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Total Costs	\$150,000	\$0	\$0	\$0	\$0	\$770,000

Note: Insert additional rows as needed

5. Period of Performance: 5 years

Ratify Start Date (if applicable): N/A

Initial Term Start Date: 4/1/2026 End Date: 10/15/2030

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): N/A

Aggregate Term/End Date: 10/15/2030


6. Projected Board of Supervisor Date (if applicable): 4/28/2026

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

<u>KYLA BROWN</u>	<u></u>	<u>3/20/24</u>
Print Name	Department Head Signature (Executive Level Designee)	Date

.....

PCS Reviewed:

<u>Tanya Sida</u>	<u></u>	<u>3/23/26</u>
Print Name	Signature	Date

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psources@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

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The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____

Not to exceed:

One-time \$_____

Annual Amounts reflected in completed chart for Question #4

Total Cost \$ 770,000

Aggregate Amount \$ _____

Stacy Orton

Purchasing Agent Signature

3/27/2026

Date

26-139

Tracking Number

(Reference on Purchasing Documents)