

AGENDA  
REGULAR MEETING  
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, March 10, 2009

C. BUSINESS BEFORE THE BOARD

6. BOARD COMMITTEE REPORTS

c. Operations (01/15/09) (Severin)

Present

Board: Directors Carol Severin (Chair), Ayn Wieskamp, Beverly Lane  
Guest Director Whitney Dotson

Staff: John Escobar, Jack Kenny, Anne Scheer, Mimi Waluch, Laura Comstock,  
Anne Kassebaum, Denise Defreese, Tiffany Margulici, Eri Suzuki,  
Rita Fesler, Elias Hernandez, David Pellarin

Public: Judi Bank, Carol Spindler, Gail Barchfeld, Andrea Holland, John Erickson

I. Point of Sale Program Update

Reservations Supervisor Tiffany Margulici provided the Committee with a detailed report on the District's experience with its Point of Sale (POS) pilot program. A POS is any location where monetary transactions take place. Park staff currently tracks money with a cash register and records transactions at the end of the day in a Daily Revenue Report (DRR). The primary goal of the POS program is to upgrade each location with a computerized system that will enhance customer service and streamline data collection and revenue processing. The pilot program's objectives included: gaining greater accountability for field transactions (each transaction has a date and time stamp); compiling more accurate financial reports; and providing staff with a more user friendly instrument for recording monetary transactions.

In late 2007, Shadow Cliffs Park and Coyote Hills Visitor Centers were specifically selected as pilot locations to best demonstrate how the program would work in various applications. After having successfully met all objectives, staff began implementing the POS program in the spring of 2008, and plan to continue the program in 2009.

Reservations Support Technician Eri Suzuki narrated a slide presentation outlining the process of POS collection, and reported that in 2009 staff plans to install additional terminals in five tentatively selected locations: Tilden Environmental Education Center, Crab Cove Visitor Center, Ardenwood, Contra Loma and Anthony Chabot. Director Ayn Wieskamp questioned

why Del Valle wasn't included in the list of potential new sites. Staff responded that Del Valle's remote location currently does not have reliable high speed internet service to support the Point of Sale program.

Director Carol Severin remarked that the POS monetary tracking system appears to be an excellent program, and thanked staff for their report on its progress.

## **2. Review of Quarry Lakes Master Gardener Special Use Agreement**

Revenue Manager Mimi Waluch introduced the Alameda County Master Gardeners request to develop a demonstration garden at Quarry Lakes. The Master Gardeners are part of the University of California's statewide Master Gardeners Program dedicated to creating an earth friendly demonstration garden promoting the growth of native and Mediterranean plants. Park staff has been working with the Master Gardeners to find a suitable location within the park. Staff is now ready to recommend entering into a Special Use Agreement with the University of California's Cooperative Extension to accommodate an Alameda County Master Gardeners demonstration garden at Quarry Lakes Regional Recreation Area. The term of this Special Use Agreement would be five years with a five-year option, allowing for site design, construction and improvements. An annual fee of \$1.00 is recommended as no revenue will be generated for the use and development of this site. It was noted that the demonstration garden site will not be fenced and will be open to the general public on a daily basis.

Master Gardener program representatives Gail Barchfeld and Carol Spindler attended the meeting to provide a brief description of the planned demonstration garden and to answer questions from Committee members about the program's purpose. Program representatives noted that the Alameda County Master Gardeners is a non-profit group composed of volunteers who are required to work 100 hours per year in order to maintain their Master Gardener status.

Directors Wieskamp and Severin suggested that Operations staff create signage to alert the public to the garden's existence and explain its mission. Directors also recommended that staff develop an informational brochure to be handed out to the public at the park kiosk.

Director Wieskamp motioned and Director Beverly Lane seconded that this new Special Use Agreement be forwarded to the full Board. The motion passed unanimously.

## **3. Review of Briones Archers Special Use Agreement**

Andrea Holland, current President of the Briones Archers, and John Erickson, Special Liaison to the Briones Archers, recounted the history of the club dating back to its formation in 1969, and described improvements the club has made to the 35.5 acre site. The 75 active members of the club use the site on a regular basis and the club frequently conducts special events attended by archers from throughout the State.

The club's current site is being considered by staff as a possible venue for a Park District group camp. Operations staff and club officials agree that the site is not suitable for both archery and group camp use; therefore, an alternate site for the Briones Archers is being investigated. The club is aware of alternate site plans for the Briones Archers and would like to be considered in the planning and development of its future location. Director Wieskamp inquired whether the club had considered sites other than Briones. AGM Escobar advised that would most likely require a Land Use Plan amendment prior to implementation.

Director Wieskamp questioned why staff was recommending a substantial fee increase from \$100 to \$1,200 per year. Staff responded that \$1,200 is the standard annual fee charged other user groups with exclusive use of an area or structure. The \$1,200 also includes free parking passes for members of Briones Archers.

Director Severin commented that the Briones Archers provide a valuable program for the public and directed staff to continue to investigate an alternate site for the club's activities. Director Severin motioned that staff enter into a Special Use Agreement with the Briones Archers for a three-year term with a two-year option. Director Lane seconded the motion and recommended that the Agreement be forwarded to the full Board. The motion passed unanimously.

#### **4. 2008 Committee Work Plan Review**

Staff presented a review of the Committee's 2008 Work Plan which elicited several questions on the current standing of reviewed items. Director Severin inquired about the status of the Row Chabot project. Staff responded that the Draft Feasibility Study is complete and staff is waiting for the engineers' cost estimate for the project. AGM Escobar reported that staff is currently considering a proposal from Row Chabot to initiate a pilot program involving minor improvements to include storing up to seven boats at Lake Chabot. Director Severin requested that staff provide the Committee with a copy of the Row Chabot proposal and staff's response.

In response to the Committee's inquiry about the status of the Tilden Pony Ride, staff indicated that a Request for Proposal will be sent out in the near future. Director Wieskamp suggested that improvements could be made in terms of signage at Tilden Park, particularly in regard to directing the public to the location of the pony ride concession.

Director Severin concluded the discussion by commenting favorably on the many accomplishments of the Committee and staff in 2008.

#### **5. 2009 Committee Draft Work Plan**

In presenting the 2009 Committee's Work Plan, AGM Escobar commented that the plan will remain in draft form pending review by new Committee members at the February 19, 2009 meeting.

Director Lane expressed concern about the need for an additional cultural resources staff person to serve the Contra Costa County population, particularly in relation to Black Diamond. AGM Escobar responded that the 2008 budget did add a Naturalist position in East County. Future East County staffing needs will be discussed in conjunction with the completion of the Big Break Science Center project.

In response to Director Wieskamp's inquiry about the status of Vargas Plateau, AGM Escobar reported that due to access issues, Vargas Plateau is unlikely to open for operation in 2009.

AGM Escobar concluded the discussion by urging Committee members to inform him of any additional items the Committee wished to have included in the 2009 Committee Work Plan. Director Severin remarked that although Tilden Golf Course does not appear on the Work Plan list, she would like this item brought before the Committee when staff has a specific issue for them to review.

Director Severin motioned that the meeting be adjourned at 2:45 p.m. The next Board Operations Committee meeting is scheduled for Thursday, February 19, 2009, at 12:45 p.m., in the Board Room, Peralta Oaks.