



2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381
 T. 1 888 EBPARKS F. 510 569 4319 TDD. 510 633 0460 WWW.EBPARKS.ORG

BOARD OPERATIONS COMMITTEE
Thursday, September 17, 2009 – 2:00 p.m.
Peralta Oaks Board Room

The following agenda items are listed for Committee consideration. In accordance with the Board Operating Guidelines, no official action of the Board will be taken at this meeting; rather, the Committee's purpose shall be to review the listed items and to consider developing recommendations to the Board of Directors.

AGENDA

<u>Status</u>	<u>Time</u>	<u>Item</u>	<u>Staff</u>
(I)	2:00	1. Quagga Mussel Prevention Program Update	(Kenny)
(R)	2:20	2. Extension of Current Lake Anza Beach Club Concession Agreement: Tilden Regional Park	(Waluch)
(I)	2:40	3. 2009 Mid-Year Report: Interpretive Services Unit Docent Program Update	(Kaiser)
(I)	3:00	4. Reservable Facilities Update	(McNally)
	3:20	5. Public Comments	
	3:25	6. Staff Comments	
	3:30	7. Adjourn	

(R) Recommended
 (I) Information
 (D) Discussion

Board Operations Committee Members:
 Carol Severin, Chair; John Sutter; Whitney Dotson; Beverly Lane (Alternate)
 John Escobar, Staff Coordinator

Future Meetings - 2009
 October 21 (new date)*
 November 19
 December 17

*** Please Note:**

The October Board Operations Committee meeting will be held on Wednesday, October 21, 2009, at 2:00 p.m., Peralta Oaks Board Room

Board of Directors
 Mike Anderson
 Tim Anderson
 Yolande Barial
 Laura Comstock
 Bob Doyle
 David Dubowy
 Neal Fujita
 Stephen Gehrett
 Don Goodenow
 Carol Johnson
 Anne Kassebaum
 Nancy Kaiser

Distribution/Agenda Only
 Jon King
 Paul Miller
 Renee Patterson
 Erich Pfoehler
 Ted Radosevich
 Mark Ragatz
 Anne Rockwell
 Mark Ruppenthal
 Warren Schultz
 Brian Wiese
 Jeff Wilson
 Mike McNally
 Operations Supervisors

Operations Supervising Naturalists
 Bruce Beyaert
 Afton Crooks
 Robert Herrick
 Michael Kelley
 Peter Rauch
 Andy Schanks
 Robert Willis

Distribution/Full Packet
 Board Committee Members
 Pat O' Brien
 Dave Collins
 John Escobar
 Jack Kenny
 Rick Parmer
 Anne Scheer
 Cinde Rubaloff
 Allen Pulido – Clerk of the Board
 Mimi Waluch
 Local 2428 – Dave Kalahale/Bill Surges
 Public Safety POA – Tyrone Davis
 Public Safety – Lt. Jon King

Rich Guarenti
 Jerry Kent
 Norman LaForce
 Judi Bank
 Alan Kaplan

Board of Directors

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2:20 p.m. Item

TO: Board Operations Committee

FROM: Mimi Waluch, Revenue and Operations Administration Manager

DATE: September 17, 2009

**SUBJECT: Extension of Current Lake Anza Beach Club Concession Agreement:
Tilden Regional Park**

The Tilden Regional Park Lake Anza food concession was closed in 2004 to complete various facility modifications required by the Contra Costa Health Department. Traditionally, concession operations are open Memorial Day through Labor Day with additional weekend service as weather permits. At its May 15, 2008 meeting, the Board Operations Committee authorized a two-year agreement for Jobetty, LLC to re-introduce food service to this location as the Lake Anza Beach Club. However, unanticipated delays in construction moved the concession re-opening from the 2008 swim season into 2009, reducing the operating term of the concession agreement.

The Lake Anza Beach Club was welcomed by all who experienced the convenience and popular offerings such as soft-serve ice cream, fresh sandwiches, natural treats, a full espresso bar, as well as hot dogs, nachos, and Ices. Given the delays in completing the modification, Jobetty, LLC did not receive two seasons of concession operations envisioned under the 2008 agreement. Therefore, staff is recommending the extension of the current concession agreement to operate Lake Anza Beach Club through December 2010.

There is no cost to the District for this action. Staff recommends an extension of the agreement through December 2010. The District can expect revenue of approximately \$4,000 annually, representing 5% of total gross monthly fees derived from the operation of the food concession lease, payable monthly. The full RFP process will be conducted after the 2010 swim season to find a long-term food service concessionaire for Lake Anza.

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2:40 p.m. Item

TO: Board Operations Committee
FROM: Nancy Kaiser, Manager, Interpretive Services Unit
DATE: September 17, 2009
SUBJECT: **2009 Mid-Year Report: Interpretive Services Unit
Docent Involvement Program**

During 2009, the Docent Coordinators have focused on strengthening and enriching the docent program based out of each visitor center as well as throughout the District. Generally, the total number of docents remains relatively the same; the number of individuals serving as docents has increased at some visitor centers while some individuals give up their position at other centers.

Following are some highlights:

The docent coordinators organized an all docent dinner in December 2008; the first event of its kind in the modern era of the docent program. Over seventy attended, creating an excellent opportunity for docents from all six District visitor centers to meet and learn about the positive contributions being made to the program by everyone. The PowerPoint presentation from each center was highly valued and well received by all.

At the beginning of 2009, there were eighty-two active docents.

Five visitor centers offered spring docent classes. Thirty-seven individuals enrolled and thirty participants graduated. *Attachment A* is an example of a docent training syllabus.

Coyote Hills Visitor Center has also offered a summer docent training program. As a result, Coyote Hills has increased their pool of docents to twenty-three individuals; a 100% increase! This pool of docents also represents a wide diversity in age (from college student to retiree), careers (starting to ending), and ethnicity.

Black Diamond Visitor Center is hosting a fall docent training program and is trying a unique approach. The staff hosted two "morning coffees" to welcome prospective docents and answer questions. A total of twelve individuals joined the coffees, and ten have signed up for docent training. Upon conclusion of the fall training, Black Diamond will have more than twenty docents; a 100% increase.

Numerous docents have expressed interest in learning more about the natural and cultural history of the region. For example, an individual may be a graduate of the Sunol docent program and primarily give back time and services to Sunol or another South County regional park. This same individual interested in life-long learning may want to learn about Tilden Park, etc. To accommodate this interest, docents were invited to "audit" any docent training program of their interest. Six docents have taken advantage of this opportunity and a majority of them joined the Tilden Nature Area training.

Docent Coordinators developed a continuing education program for all docents; commonly referred to as "docent enrichment opportunities." *Attachment B is the enrichment schedule for 2009.* For example, in July 2009, twenty-one docents learned about reptiles in a class offered at Sunol and Crab Cove worked with docents to enhance their resource inventory skills.

Comment [nk1]: This is the second attachment

As the Interpretive Services Unit examines budget resources, trends in classroom field trips (also based on funding), and outreach opportunities, the docent coordinators have identified several creative ways to keep the valuable pool of docents highly engaged with the District. Ardenwood recently hosted their annual fall barbecue for all docents, and they thanked them with 75th Anniversary items (bandanas, mugs, etc.). If a glimpse into 2010 reveals fewer new individuals joining the docent program, staff will double their efforts at cross-training and enrichment in order to keep current docents active.

The individuals active as docents for the District share many of the same values that staff holds important: environmental stewardship, service to the community, lifelong learning, professional development, and diversity of experiences. Finally, staff has witnessed the increase in pride docents have displayed when demonstrating that their service is district-wide; not just one visitor center. The docent program is building a significant layer of regional park supporters.

Visitor Center

Ardenwood
Black Diamond
Coyote Hills
Crab Cove
Sunol
Tilden Nature Area

Docent Coordinator

Chris Garcia
Mike Moran
Beverly Ortiz
Sara Fetterly
Katie Colbert
Linda Yemoto

Attachment A

**SUNOL-OHLONE REGIONAL WILDERNESS
DOCENT TRAINING
SPRING 2009**

INTRODUCTION

January 29 Introduction to Sunol-Ohlone Regional Wilderness Docent Program.

NATIVE CALIFORNIAN HISTORY

February 5 Introduction to Sunol's Central California Indian cultural history program

February 12 Field trip to Coyote Hills Regional Park
(Vanpool will leave Sunol at 9am and return by 1:30pm.)
with Naturalist Beverly Ortiz

February 19 Indian program activities and background information
with Naturalist Anthony Fisher

February 26 Introduction to principles of interpretation
with Supervising Naturalist Paul Ferreira
Indian program activities and films

STORYTELLING

March 5 Field trip to Tilden Nature Area: Storytelling as an interpretive technique
(Class runs 10am-1pm. Van pool will leave Pleasanton at 9am and return by 2:30pm.)
with Naturalist Linda Yemoto

SUNOL SETTLER HISTORY

March 12 Introduction to Sunol's California history program
with Naturalist Cat Taylor

SUNOL NATURAL HISTORY

March 19 Introduction to Sunol's natural history programs
with Naturalist Anthony Fisher
Optional afternoon field trip to Camp Arroyo Regional Park wood duck nest-boxes
with Naturalist Anthony Fisher

March 26 Nature program activities and background information
with Naturalist Cat Taylor

April 2 Nature program activities and background information

SPECIAL EVENT WEEK

April 9 WILDFLOWER SPECIAL EVENT WORK DAY
No regular class today but we will help with event preparations.

GRADUATION

April 16 Five-minute presentations, odds and ends and GRADUATION!

Attachment B

Docent Enrichment 2009 (Tentative)

Month	Docent Coordinator	Date & Time	Topic/Location
January			
February			
March	Katie	March 2, 9:30 – 3pm	Vasco
April	M. Moran	April 27	Vasco, Details TBA
May	K. Fusek	Wed May 20	District Vol BBQ Cull Canyon
	Chris Garcia	Sun May 31 1-3pm	The Railroad Museum Ardenwood
June	Kristina Parkison and Mike Dudgeon	Sun, June 13	Orienteering at Coyote Hills. 3-4 hours long, starting time hasn't yet been determined. I am doing this training with Mike Dudgeon, docent extraordinaire! We are limiting participation to 20 and would like RSVPs by the last day in May. People can contact me directly at (510) 544-3213 or by email kparkison@ebparks.org .
	Crab Cove Call by May 1 st to hold spot. Ext. 3182	Sat. June 20 Choose 11-12, 12-1, or 1-2. Call by May 1st	Tour of nesting site for endangered Least tern (proposed Alameda Wildlife Refuge) 1-hour bus tour either 11, noon or 1pm
July			
August	Katie		Kayak at Del Valle
September			
October	Crab Cove	Approx. 2 nd week Maybe weekday	TBD
November			All Docent Dinner Location TBA
December	Bev, No limit in terms of numbers of people attending, but RSVP in advance to bortiz@ebparks.org	Date TBA Potluck lunch	Cultural Interpretation emphasizing Children in Central California Indians Societies and Central California Indian Games and Toys, Location TBA



3:00 p.m. Item

TO: Board Operations Committee
FROM: Michael McNally, Facilities Supervisor
DATE: September 17, 2009
SUBJECT: Reservable Facilities Update

I will present an update to the Board Operations Committee on Reservable Facilities, including rentals and revenues through the end of August 2009, as well as projects planned for the facilities. I will also review our marketing plan for the facilities to encourage more business rentals, and rentals for our weekdays.

The Brazilian Room set a record for the highest grossing month in August, bringing in over \$58,000 in rental fees. Overall, the revenues for Indoor Facilities are up about 10% compared to this time last year. The total number of rentals is slightly down from last year (302 thru August for this year, 315 last year).

An Audio Visual system has been installed at the Brazilian Room, which will go through a testing period before it is made available for client use. The system includes a video projector, screen, two microphones (one wireless) and plug-ins for DVD player, personal computer, IPOD, and stereo. The system will use our existing speakers. This Audio Visual package will be available for additional charge from rentals, and will be especially popular for business meetings, weddings and memorials.

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2:00 p.m. Item

TO: Board Operations Committee
FROM: Jack Kenny, Chief of Park Operations
DATE: September 3, 2009
SUBJECT: Quagga Mussel Inspection Program Update

The Quagga Mussel Prevention Program has now been in place for over a year at four District lakes: Del Valle, Lake Chabot, Contra Loma and Quarry Lakes. The inspection program is a cooperative funding arrangement between the District and the affected water agencies at those four sites. Since District inspections began, State law AB2065 was adopted that mandates operators of recreational reservoirs to develop a response program to prevent the spread of the invasive quagga and zebra Dressedid mussel.

A staff task force has completed the District's program guidelines to comply with the State mandate. This document will also be shared with the Bay Area Consortium, a group of public agencies around the Bay Area that are actively working on the Dressedid mussel issue.

The Board Operations Committee update will include an overview of the District's program guidelines and presentation of current statistics on the success of the inspection program. Staff will also outline the proposed course of action for 2010 and beyond, and possible implications for changes in service levels to the public.

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