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BOARD OPERATIONS COMMITTEE
Thursday, June 18, 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>
(R)	2:00	1. Renewal of City of Alameda Dog Exercise Area Special Use Agreement: Crown Memorial State Beach	(Patterson/Waluch)
(R)	2:20	2. Review of Eden Medical Center Special Use Agreement: Lake Chabot Regional Park Overflow Parking	(Waluch)
(R)	2:40	3. Update of Las Trampas Stables Manager Transition and Review of New Concessionaire Agreement: Las Trampas Regional Wilderness	(Waluch)
	3:00	4. Public Comments	
	3:05	5. Staff Comments	
	3:15	6. 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
 July 16
 August 20
 September 17

Board of Directors
 Mike Anderson
 Tim Anderson
 Yolande Barial
 Laura Comstock
 Bob Doyle
 Neal Fujita
 David Dubowy
 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
 Operations Supervisors

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

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
 Public Safety POA – Tyrone Davis

Rich Guarienti
 Jerry Kent
 Norman LaForce
 Judi Bank
 Alan Kaplan

Board of Directors

Ted Radke President Ward 7	Doug Siden Vice-President Ward 4	Beverly Lane Treasurer Ward 6	Carol Severin Secretary Ward 3	John Sutter Ward 2	Whitney Dotson Ward 1	Ayn Wieskamp Ward 5	Pat O'Brien General Manager
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2:00 p.m. Item

TO: Board Operations Committee

FROM: Renee Patterson, Administrative Analyst II
Mimi Waluch, Revenue & Administration Manager

DATE: June 18, 2009

**SUBJECT: Renewal of City of Alameda Dog Exercise Area Special Use Agreement:
Crown Memorial State Beach**

Under an agreement with the Park District, the City of Alameda has operated a 5.78 acre off-leash dog exercise area, enclosed by a 4-foot high chain link fence, on a designated portion of Crown Memorial State Beach since May of 1996. The District operates Crown Beach under a master agreement with the State of California, Department of Parks and Recreation. The State approved the use of the Premises as a dog exercise area for the duration of the District's operating term (May 28, 2017). The City is seeking to renew its agreement with the Park District for continued use of the area located on the boundary of Crown Memorial State Beach and the City's Washington Park. Staff recommends renewal of the dog exercise area agreement with the City of Alameda, commencing January 1, 2010 and ending December 31, 2014. A two-year extension may be requested in writing by the City, and if granted by the Park District it will extend the term of the agreement to December 31, 2016.

There is no fee for the use of the area and there are no costs incurred by the District. The City of Alameda works with a volunteer group "Alameda Dog Park Committee" to fund improvements and to assist in the operation of the use area by the City. The City assumes primary responsibility for the enforcement of all rules and regulations and all City sponsored activities, and participating individuals are subject to the provisions of the District's Ordinance No. 38.

Board of Directors

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2:20 p.m. Item

TO: Board Operations Committee

FROM: Mimi Waluch, Revenue & Administration Manager

DATE: June 18, 2009

SUBJECT: **Review of Eden Medical Center Special Use Agreement:
Lake Chabot Regional Park Overflow Parking**

The Park District has been approached by Eden Medical Center in Castro Valley to provide temporary staff parking for approximately 100 cars at the Lake Chabot overflow lot during the construction of its new hospital facilities. Staff has explored the proposal and believes that it is feasible to offer the use of the overflow lot on weekdays for the duration of the construction project. Staff recommends authorizing a three-year Special Use Agreement with Eden Medical Center, an affiliate of Sutter Health. The District will retain sole discretion and authority to grant the renewal of the initial term for 2 one-year options upon request.

Eden Medical Center shall be limited to the use of the Lake Chabot overflow parking area for a monthly license fee of \$2,000. If Eden's use consistently exceeds 100 spaces, the monthly fee will be renegotiated. The District will provide 100 parking spaces in the overflow lot at the Park (maximum capacity of 139 spaces and additional space for 40 cars available upon negotiation), retain an option to re-route traffic, directional signage, and require Parking Access Identification Placards be placed in each car (100) to permit specific lot use.

Eden will provide a minimum of up to two shuttle vehicles to transport their employees to and from Eden Medical Center, periodic security patrols and, with pre-approval by Park Supervisor, security lighting for the Premises using portable generators.

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2:40 p.m. Item

TO: Board Operations Committee

FROM: Mimi Waluch, Revenue & Administration Manager

DATE: June 18, 2009

SUBJECT: Update of Las Trampas Stables Manager Transition and Review of New Concessionaire Agreement: Las Trampas Regional Wilderness

Las Trampas Stables provide a variety of equestrian services for the general public, including two horse boarding stables, trail rides, lessons, summer day camp programs, two arenas, and on-site trailer parking and storage. The option period for the current concessionaire agreement expired in April 2009. The current concessionaire was in default of the agreement at the end of 2008. At the Committee's February 19, 2009 meeting, staff reported on the current operator's lack of compliance with various provisions of the agreement and updated Committee members on the Request for Proposals process underway to select a new operator for Las Trampas Stables.

On February 6, 2009, the District issued a Request for Proposals seeking an experienced operator to manage the Las Trampas equestrian facilities. Seven proposals were requested resulting in three submittals from the following prospective operators: the current stable management team of Jennifer Case and Nick Batteate, current boarders Rebecca and Rolando Martello, and Cindy and Gary Wilkinson of Western Trail Riding Service. District staff reviewed all three proposals, checked references, and interviewed parties to determine how they would best accomplish the defined expectations, acceptance of District's concessionaire agreement requirements, and their proposed transition plan if awarded the contract.

After a review of the most suitable operation for Las Trampas Stables, it was determined that Cindy and Gary Wilkinson of Western Trail Riding Service met all of the criteria established; therefore, Cindy and Gary Wilkinson are being recommended by District staff. In an effort to ensure a smooth transition, the departing stable managers are working with staff to transition the facility to the new operators. An agreed upon schedule to ensure changeover in July 2009, includes elements of site clean up, vacating the residence, and a reimbursement strategy to amend unpaid concession fees with recognizable maintenance fund project reimbursement. Staff is working with the District's legal counsel to complete the transition.

Staff recommends the Board Operations Committee approve and recommend to the full Board a three-year concession agreement with two additional three-year option periods with Cindy and Gary Wilkinson. There is no cost to the District for this action. The District can expect revenue of approximately \$15,000 annually, representing a percentage of total gross monthly fees derived from the operation of a full service equestrian facility at Las Trampas Stables.

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