

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, October 21, 2014

C. BUSINESS BEFORE THE BOARD

8. BOARD COMMITTEE REPORTS

b. Operations (Thursday, August 21, 2014) (Lane)

Present

Board: Directors Beverly Lane, Ayn Wieskamp, Carol Severin

Staff: Jim O'Connor, Mimi Waluch, Kelly Barrington, Denise Valentine, Noah Dort, Anne Kassebaum, Sue Shallenberger, Mark Ragatz

Guests: Judi Bank

I. Update Black Diamond Mines Regional Preserve Projects

AGM Jim O'Connor introduced Mine Supervisor Sue Shallenberger who provided the Committee with an update on the Mines. She began by highlighting the following completed projects:

- New hires - one .25 FTE Senior Office Assistant and one full-time Mine Technician.
- Retreat Mine rock bolting - 50 additional rock bolts were installed.
- Sand pile removal - disposed of 400 cubic yards of sand.
- Greathouse Portal Lighting - new LED lighting and Ground Fault Circuit Interrupter breakers installed in all of the receptacle circuits in the 14 electrical panels.
- New ventilation in the S-3 classroom - ductwork was designed and installed by Mine staff.
- B-North shop upgrades and clean-up - clean-up completed in front of the auditorium, a new cement slab was poured, and new workbenches were installed.
- B-North escape way upgrade - installed the old workbench on a new platform and rebuilt the approach to the escapeway.

Director Lane stated she had the opportunity to visit the Mine recently, and commented that it looked nice and neat.

2014 Ongoing Mine Projects

- **GPS survey of mine closures** - Summer intern Cooper Mitchell and Mine Tech Ben Jones are performing a survey in conjunction with the annual mine closure inspection. Their work will produce an up-to-date and definitive mine closure map, and detailed reports of current conditions of coal and sand mine closures.

- **Greathouse shop clean-up and reorganization** - Installed new hardware cabinets, platforms, recycled and disposed truckloads of materials and debris.
- **Exhibit upgrades in Greathouse** - Working in collaboration with the Exhibit Design Department to upgrade the lighting, audio/visual system, and artifact displays.
- **Office reorganization**

The “Big Three” Capital Improvement projects

- **B North Pillar Reinforcement** – In 2012, Condor engineers identified this pillar as overstressed, or beginning to crack from the weight of the overburden. The recommendation is to reinforce the pillar.
- **Back Timber Viewing Area** – There is a proposal to install stairs that would take the visitor to a large open area with an unobstructed view of the large tunnels, where a new viewing platform would be built.
- **Big Stairs Project** – Existing plans from 2006 were to extend the stairs to the lower level. The current wooden staircase is not to code and not suitable for public use. The stairs need to be rebuilt, wider, longer, and stronger.
 - Option 1 - Rock bolt the large slabs and spray shotcrete over the entire stairwell ceiling.
 - Option 2 - Rock bolt the slabs to prevent any potential large rockfall, and building a timbered canopy over the entire staircase to prevent small pieces of rock and sand from falling onto the stairs

AGM O’Connor informed the Committee that the B North Pillar Project is included in the mid-year budget adjustment that will be presented in mid-September. The cost is approximately \$140,000.

Director Wieskamp questioned if the Back Timber and Big Stairs projects have funding. AGM O’Connor replied that both projects will be moving through the budget process.

In reference to the Timber Area Viewing, Director Lane questioned if there was anything comparable to our mine design, located in the west. Ms. Shallenberger responded that full scale exhibits are typically not viewable to visitors in mines and she is unaware of any in the area.

In reference to the Big Stairs Project’s two options, Director Wieskamp inquired as to the difference in cost between the two. Ms. Shallenberger stated Option 2 is \$200,000 less.

Director Lane questioned if the canopy would need to cover the entire length. Ms. Shallenberger replied yes.

AGM O’Connor inquired if there is still an auditorium project pending, located off the Greathouse. Ms. Shallenberger confirmed that the John Waters Auditorium was possibly put on hold due to cost, unstable rock, and bad air quality.

Director Lane inquired as to the source of funding for these projects. AGM Dave Collins replied the \$140,000 is being sought out of the General Fund for the emergency repair work. Currently there is no identified source of funding. Director Lane asked if there are any prospective grant sources. AGM Collins replied no.

The Committee members requested to add the mines to the site tour list.

2. Review Event Planner 2014/2015 Agreement: Ardenwood Historic Farm

Revenue and Administrative Manager Mimi Waluch reported that, in 2011, after the prior concessionaire terminated their agreement with EBRPD, Quantum Event Planners (QEP) came on board and serviced approximately fifteen events booked by the prior concessionaire. Following these events, no additional events were booked for the following year. This presented an opportunity for staff to complete needed maintenance and debris removal. Additional maintenance projects are planned for the end of this season and part of 2015. The current concessionaire is continuing to book events in coordination with other special events held at Ardenwood.

Ms. Waluch is requesting to extend QEP's current contract for 2014, with booked events for 2015, to conduct additional required maintenance in 2015, and issue a Request for Proposal at the end of 2014 for the 2016 season.

Director Lane asked if we'll be taking reservations. Ms. Waluch replied yes, and the concessionaire who is awarded the RFP for 2016 will book those events. Director Wieskamp asked if the current concessionaire is interested in continuing. Ms. Waluch replied that it is a consideration. The capacity of the kitchen and storage on site needs to be addressed. The equipment from the former concessionaire is aged.

Director Wieskamp inquired on the cost to bring everything up to grade. Ms. Waluch replied that an expectation of bidders in the Request for Proposal process will be the vision they have for the site and then we would proceed to negotiate costs and responsibilities.

Director Wieskamp commented that if this venue is to be considered a 'Class-A' facility, it should include the capacity for storage and a kitchen that is fully functional. Ms. Waluch also mentioned that the bride and groom restrooms as well as the dressing areas need upgrading.

Director Lane mentioned that it would be useful to schedule a visit to the site. AGM O'Connor stated that there is a possibility to reschedule one of the upcoming tours to accommodate the request.

In response to Director Lane's question of needing a full kitchen or possibility of a facility where food can be kept warm, Ms. Waluch replied that a tent was purchased for this purpose; however, it is not secure enough. Currently food is being brought in by catering trucks in addition to utilizing the tent. Unfortunately, the only kitchen available is at the café, which is a distance away.

Director Wieskamp moved that the Committee approve and recommend to the full Board authorization to extend the existing contract agreement with Quantum Event Planners. Director Severin seconded the motion, which passed unanimously (3-0).

3. Review City of Fremont Patterson House Agreement: Ardenwood Historic Farm

Revenue and Administrative Manager Mimi Waluch began by recounting the existing agreement with the Patterson House to provide interpretive tours with the public as well as scheduled tours. She informed the Committee that the Patterson House is under new management. The new site

manager is Christie Dentry. Her new ideas include events such as “Movie Night in the Park” and “Night at the Museum.” Staff has been working closely with both Ms. Dentry’s and the District wedding calendar, to ensure multiple events are not booked for the same day.

Director Lane asked who has priority in regards to scheduling events. Ms. Waluch replied that Supervising Naturalist Ira Bletz has priority.

Due to the lengthy process of approvals for this agreement, staff is recommending that the Committee approve and recommend to the full Board that the District enter into a Special Use Agreement for operation of the Patterson House for the five-year term, April 1, 2015 – March 31, 2020.

Director Wieskamp moved that the Committee approve and recommend to the full Board authorization to enter into a Special Use Agreement with the City of Fremont for operation of the Patterson House for the five-year term. Director Severin seconded the motion, which passed unanimously (3-0).

4. Public Comments

There were no public comments.

5. AGM Comments

AGM Jim O’Connor provided the following updates to the Committee:

Merry Go Round - Administrative Analyst II Noah Dort stated a carousel restoration team, who previously worked on the carousel, provided an assessment for long term restoration and short term preservation of the carousel. Long term would be to restore to original quality. Director Wieskamp inquired if the short term items are prioritized as a necessity. Mr. Dort replied yes.

AGM O’Connor stated another issue is the existing amount of “old” tickets. The new operator has continued to honor tickets issued by the previous operator. Revenue and Administrative Manager Mimi Waluch explained that the carousel has been open for five weeks and approximately one thousand old tickets have been redeemed. On any given day it can be up to 75 tickets. While the new operator has been open to accepting these tickets there is the potential for an impact on daily operating revenue over time.

Director Lane questioned if the purchased ride tickets need to be used the same day. Ms. Waluch replied no. Over the past 3 weeks, it has been noticed that there have been numerous old tickets in ‘like new’ condition have been showing up at the merry-go-round. Staff are considering the establishment of a sunset deadline for acceptance of the old tickets. The current sunset date being considered is Sunday January 4, 2015. AGM O’Connor assured the committee members that proper public notification would be provided so that members of the public would have ample time to redeem old tickets prior to the deadline.

Drought - AGM O’Connor reported that the water has not been drawn down at Del Valle. The District continues to work with the Department of Water Resources (DWR) regarding water

allocation. Due to the unknown water situation, staff is debating a two-week-at-a-time reservation booking extension.

Director Lane inquired if the District should promote Del Valle through Labor Day. AGM O'Connor stated that without a secure water source, and being close to the annual allocation of water, he would not recommend it.

Concert at Contra Loma – AGM O'Connor reported that the event was great. Numerous families attended, and it was a very positive atmosphere. He believes holding the event on a Friday night worked out fine.

Announcements - AGM O'Connor reported that Unit Manager Davio Santos announced his retirement. Community Outreach Coordinator Elizabeth Carmody has accepted a new position as Director of Community Outreach with the West Contra Costa Unified School District.

In response to the Committee's earlier inquiry, AGM O'Connor relayed that per AGM Dave Collins, the remaining balance in WWF funds for Black Diamond is \$900,000. Some of these funds will be used for the extension of the water line in addition to mine projects.

Director Severin inquired on the Willow Park Golf Course Request for Proposal. AGM O'Connor reported that nineteen different groups attended the pre-proposal walk through at Willow Park golf course.

In addition, we received the proposal for the interim operator for the golf course and snack bar only, and will submit it before the full Board in September. AGM O'Connor indicated that part of the mid-year funding request will be for start-up costs and December operations. Staff anticipates two months of interim operation.

Director Lane inquired if the restaurant will remain open. AGM O'Connor replied it is currently open through November 30, 2014 but that the restaurant and banquet facilities would not be part of the interim operations. Ms. Waluch indicated that a transition period needs to take place from the current food service operator to the new operator. This transition period includes clean-up, re-coding and bringing health permits up to code.

Director Lane sought clarification as to if the existing restaurant operator was willing could they continue operation District. Ms. Waluch stated it would be preferred that, if they did continue operation, it would be under contract with the interim operator. This would eliminate the District managing two separate contracts and groups at the same facility.

In response to Director Lane's question, AGM O'Connor indicated he will include the question of the continued restaurant operation as part of the interim operator negotiation.

Shadow Cliffs – AGM O'Connor reported that a device is being purchased to disperse the geese from the area, and prevent a future outbreak that would potentially pollute the water.

Lake Temescal – AGM O'Connor reported that it remains closed. As a part of the budget development process, staff will look into aerators.

6. Board Comments

Director Wieskamp requested to poll the Board and inquire if the next Board tour date should be rescheduled from the day before the date of the District 80th Anniversary Gala event.

It was decided to leave the date as originally scheduled.

AGM O'Connor reminded the Committee that, due to a schedule meeting conflict, the next meeting will be held on a Tuesday.

7. Adjournment

The meeting adjourned at 2:15 p.m. The next Board Operations Committee meeting is scheduled for 12:45 p.m. on **Tuesday, September 23, 2014**, in the Board Room, Peralta Oaks.

Respectfully submitted,

Denise Valentine
Executive Secretary
Operations Division