

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, December 6, 2016

C. BUSINESS BEFORE THE BOARD

7. BOARD COMMITTEE REPORTS

b. Operations (Thursday, October 20, 2016) _____ (Sutter)

Present

Board: Directors John Sutter (Chair), Doug Siden, Ayn Wieskamp

Staff: Jim O'Connor, Mimi Waluch, Mark Ragatz, Kelly Barrington, Renee Patterson, Noah Dort, Dania Stoneham, Nancy Hodges, Anne Kassebaum, Dan Sykes, Juliana Schirmer, Debra Auker, Kevin Takei, Ralph Trujillo, Josh Carlson

Guests: Rebecca Geffert, Jane Comier, Mathew Semansky, Peter Mansfold, Daniel Bergerac, Josh Peterson

Agenda Item 1: Update of Park Operations Recreation Areas Unit: District-wide

Recreation Areas Unit Manager Dania Stoneham introduced Park Ranger II Nancy Hodges who provided an update through a PowerPoint presentation on the drought projects completed, as part of the Napa Conservation Core (NCC) grant received by the District. Hodges was the Acting Alternative Work Program (AWP) Supervisor that was in charge and led the group. Updates in the presentation included the work completed at Crown Beach Memorial State Park, Don Castro Regional Park, Roberts Regional Park, and Del Valle Regional Parks.

Stoneham added that part of the effort of these projects was that members of the core could learn irrigation techniques and other tools that could assist with the District's drought and water efficiency plan.

Sutter inquired how the training of the NCC is conducted prior to beginning projects in the parks. Hodges replied as part of the training, the core members go through a drip line training program along with fire-fighting flood training. Sutter inquired on other projects the NCC works on in the District. Hodges explained this is the first time the District has used the NCC in the parks. Stoneham stated Civicorp is mostly used in the District, but staff is looking into different alternatives now that the District is exposed to NCC.

Agenda Item 2: Review of Results of Concession Request For Proposal (RFP): Contra Loma Regional Park

Administrative Analyst II Renee Patterson provided an overview of the RFP process for the food concession for Contra Loma Regional Park.

On July 15, 2016, the District announced a Request for Proposal (RFP) for an experienced concessionaire to operate the existing food concession at Contra Loma Regional Park which is located on Fredrickson's Lane in Antioch, California. Two submittals from the following prospective operators were received: 1) Sycamore Concessions Corporation (SCC), and 2) Jobetty, LLC who has been the concessionaire at Contra Loma Regional Park since 2010.

Patterson introduced Daniel Burgerac and Josh Peterson with Jobetty, LLC.

Siden moved to approve and recommend to the full Board the staff recommendation for a concession agreement with Jobetty, LLC for an initial 2-year term and, at District's sole discretion, an extension of the term for an additional 3 years. Based on projected gross receipts from the concessionaire, the District can expect annual concession fee revenue of 3% of gross sales (\$2,010) and 7% of gross sales (\$4,690) to be set aside in a site-specific concession maintenance fund each year. Wieskamp seconded. The motion passed unanimously.

Agenda Item 3: Review 2017 Consolidated Fee Schedule: District-wide

Administrative Analyst II Noah Dort provided a summary of the requested changes to Operations fees and charges for 2017; all other fees and charges not listed are not affected. Dort indicated in 2017, it is anticipated that concessionaire operations will generate \$892,000 in fees and Public Use Fees will generate approximately \$6,849,220.

Agenda topic sub item #3. Del Valle – Camp Arroyo (YMCA)

In reference to the Outdoor Environmental Education fees, Siden inquired if the adults are paying the fees out of their own pocket or is the school covering the cost. Dort replied that most of the schools pay the fees. Siden suggested the student and adult fees should be reversed. O'Connor explained the adult costs are kept low to encourage parent participation.

Agenda topic sub item #5. Lake Chabot – Marina (Urban Parks Concessionaires)

Sutter sought confirmation that the material submitted for the 15% increase represents what the concessionaire is requesting. Dort replied yes. Sutter inquired if District staff is making the same recommendation. Dort replied that yes, that was correct. Sutter asked if District staff accepts all recommendations from concessionaires. Dort replied before accepting any recommendations, staff reviews the proposals, makes comparisons, and conducts staff discussions.

Agenda topic sub item #6. Las Trampas – The Ranch at Little Hills

In reference to the wedding fees, Sutter noted the prices have increased substantially over the past few years. Dort replied that the wedding operation started in 2012 and the concessionaire has been adjusting their prices each year.

Agenda topic sub item #11. Shadow Cliffs – Electric Vehicle Charging

Sutter inquired if the process of electric vehicle charging pays for itself. O'Connor commented that this has been a challenge for staff to determine this fee due to many factors. One factor is cost recovery to the District, which we anticipate to be recovered in one year. After a year in place, we will review the process and make changes as necessary.

Wieskamp suggested that we put up signage instructing individuals to move their vehicle once it is fully charged. Dort replied that in the proposal there is legal language from 2011, which allows for ticketing and towing of vehicles that are in a parking space that is designated for vehicle charging only.

Agenda topic sub item C. The Regional Parks Foundation – New Membership and Fee Structure in 2017 Foundation Development Director Juliana Schirmer provided an overview and the steps leading to the changes in the program. The overall goal is to streamline and simplify the process, so that more members of the public purchase memberships.

Siden inquired if the Board needs to approve all the membership categories or just the add-ons. Schirmer replied the Regional Foundation Board is voting today on the add-on permits and will recommend the approval to the full Board.

Wieskamp inquired on what is required in order to prove the need for special access in any of the three categories. Schirmer responded that the only special population that is required to provide any proof are students. Disabled and seniors are not required to show proof.

Sutter inquired on the process for veterans. Schirmer recalled currently we offer discounted memberships to students, disabled, and seniors. The Board wanted to do more to serve the veterans in the community, so veterans have been added to the special access pass.

Chief Financial Officer Debra Aufer provided an overview of the role Finance in the Consolidated and Administrative Fee Schedule process.

Siden requested more information on the process of what is presented to the Committee. O'Connor explained that the Committee and Board packets contain a summary of the changes. In the past, different Committee members requested different types of information. Staff now provides a more detailed report that includes CPI, year-to-year changes, and comparison information.

Siden moved to approve and recommend to the full Board the proposed changes to the Consolidated Fee Schedule, as outlined below. If approved, the requested Consolidated Fee Schedule changes for 2017 should result in an increase of \$13,422 in concessionaire fees and an increase of \$3,186 in Public Use Fees to the District. Wieskamp seconded. The motion passed unanimously.

Agenda Item 4: Review of Results of Concession RFP: Lake Anza, Tilden Regional Park

Administrative Analyst Renee Patterson provided a review of the results for the concession RFP for Lake Anza Regional Park.

Patterson stated the RFP was advertised in local newspapers, posted on the District's website, and a government agency RFP advertisement website resulting in two submittals from the following prospective operators: 1) Sycamore Concessions Corporation (SCC), and 2) Jobetty, LLC who is the current concessionaire and has been at Lake Anza since 2009.

Patterson reintroduced Daniel Burgerac and Josh Peterson with Jobetty, LLC.

Sutter inquired if there was a change in the annual revenue percentage. Patterson replied it was changed from a 4% to a 10% total, with the majority going to the Concession Maintenance Fund. Sutter inquired on the reason for the increase and if there were special repairs required. Patterson replied that last

year the air conditioning was replaced and there is a need to have funds to replace the large ticket items.

Burgerac commented it is a pleasure to be in the parks and work with the public. The Lake Anza menu attracts a different clientele from the other parks Jobetty, LLC serves in the District. The menu reflects customer input and accommodating their requests.

Wieskamp moved to approve and recommend to the full board the staff recommendation for a concession agreement with Jobetty, LLC for an initial 2-year term and, at District's sole discretion, an extension of the term for an additional 3 years. Based on projected gross receipts from the concessionaire, the District can expect annual concession fee revenue of 3% of gross sales (\$2,220) and 7% of gross sales (\$5,180) to be set aside in a site-specific concession maintenance fund each year. Siden seconded. The motion passed unanimously.

Agenda Item 5: Review of new Proposal Buoy Line California Rowing Club: Martin Luther King Jr. Regional Shoreline

Business Services Manager Mimi Waluch advised that the item today for discussion is the submitted proposal received from the California Rowing Club (CRC), for a one season pilot program to install and maintain, at its sole cost, a removable single buoy line located in Martin Luther King Jr. Regional Shoreline off the Oakland Estuary. The line would promote safety in the waterway which is currently used by sailors, kayakers, fishermen, jet skiers, paddle boarders and approximately 1,000 rowers. Waluch introduced Mathew Semansky and Peter Mansfold with the CRC.

Unit Manager Kevin Takei provided an overview of the process through a PowerPoint presentation. He began by recalling that the proposal was submitted before and was rejected. CRC returned in 2015 requesting to reconsider and review the proposal. Takei and Chief of Park Operation Mark Ragatz agreed to meet with the club in February 2016. After sharing the concerns of the District, the club made adjustments and resubmitted the proposal.

Siden requested background information on the CRC. Semansky commented that the club is dedicated to promoting post graduate rowing in the western United States. The club receives athletes after they complete their collegiate rowing experience. Previous to CRC, post graduate and Olympic rowing was centered on the east coast. The club has tried to create a western focus for these athletes to train and pursue international competition after graduating.

Siden inquired what conversations have been had with Oakland Strokes and UC Berkeley. Takei replied there has been no direct contact with either. In the proposal there is an endorsement from Oakland Strokes and UC Berkeley shares a facility with CRC.

Sutter inquired on the initial objections from staff on the proposal. Takei replied one concern was having three lanes for rowing and an outside lane, which would be too close to the shoreline. Another was the line was higher on the marsh, which the club moved. Lastly, attracted nuisances by the jet skiers was a concern, the club agreed to only have the line in place between November 1 and March 31 when the jet skiers are excluded from using the area.

Siden moved to approve the staff recommendation to accept the pilot program proposal by the California Rowing Club for a single buoy line pilot program for one season (November 2016 to March 2017). Wieskamp seconded. The motion passed unanimously.

Agenda Item 6: Review of Results of Concession RFP: Crown Memorial State Park

Administrative Analyst II Renee Patterson provided through a PowerPoint presentation, a review of the results from the RFP for Crown Memorial State Park.

On July 15, 2016, the District announced a Request for Proposal (RFP) for an experienced concessionaire to operate a Watersports Concession offering kayaks, paddle boards, kite boarding, and boardsailing sales, rentals, lessons, as well as clinics for kids and adults at Crown Memorial State Beach in Alameda. This posting resulted in one submittal from the current concessionaire, Boardsports School, LLC d.b.a. Boardsports California (Boardsports) owned and operated by Jane Comier and Rebecca Geffert.

Patterson introduced Jane Comier and Rebecca Geffert from Boardsports School, LLC. Comier provided a brief overview of Boardsports to the Committee and commended the District and staff for providing great communication.

Siden inquired on the safety precautions implemented and who is the responder for any incidents. Takei responded when a call comes in, the City of Alameda responds with their boat crew. The District Eagle helicopter will fly over to identify the emergency and our District Public Safety staff will also respond. Alameda County Fire, at times, have responded to certain emergencies.

Siden moved to approve and recommend to the full Board the staff recommendation for a concession agreement with Boardsports California for an initial 3-year term and, at District's sole discretion, an extension of the term for an additional 3 years. Based on projected gross receipts from the concessionaire, the District can expect annual concession fee revenue of 3% of lessons/rentals and 2% of equipment/accessories (\$5,900) and 5% of lessons/rentals and 2% of equipment/accessories (\$12,500) to be set aside in a site-specific concession maintenance fund each year. Wieskamp seconded. The motion passed unanimously.

Agenda Item 7: Open Forum for Public Comments

There were no public comments.

Agenda Item 8: AGM Comments

O'Connor provided the following updates:

Chabot Gun Club – The range has been vacated. Staff collected the keys and performed the final inspection on October 19, 2016. The next steps include the clean-up and demolition of the building.

South Park Drive – The November 1, 2016 closure is schedule but can change to an earlier date depending on the newts.

Blue Green Algae – Currently Lake Anza, Quarry Lakes, and Temescal have infestations, which are being managed.

Reservable Facilities Supervisor –Sarah Lamborn has been selected as the new supervisor and will be transferring from her current position as Senior Office Specialist in the Fleet Department to the Business Services Department on November 14, 2016.

Agenda Item 9: Board Comments

Wieskamp requested the staff reaction in response to the letter submitted from Deb Donovan regarding e-bikes. O'Connor stated he has requested for General Manager Robert E. Doyle to add this item to the Assistant General Manager's weekly agenda for discussion.

Siden recognized Park Supervisor Ralph Trujillo for his service and upcoming retirement, after thirty five plus years with the District.

Director Sutter adjourned the meeting at 2:34 p.m.

Respectfully submitted:
/s/ Denise Valentine
Executive Secretary