

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, April 19, 2016

D. BUSINESS BEFORE THE BOARD

7. BOARD COMMITTEE REPORTS

b. Operations (Thursday, February 18, 2016) _____ (Sutter)

Present

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

Staff: Jim O'Connor, Mimi Waluch, Renee Patterson, Mark Ragatz, Alicia Gonzales, Denise Valentine, Noah Dort, Tammy Mueller, Kym Anderson, Nate Luna, Michael Stangl

Guests: Steve Harker, James Birchall, John Pearson, Rick Rickard, Judi Bank, Steve Falzone

Agenda Item I: Review Redwood Canyon Public Golf Course Concession: Lake Chabot Regional Park

Business Services Manager Mimi Waluch provided an overview of the golf course which included background information on the transition to Redwood Canyon Public Golf Course, capital renovations at the facility and the request for proposal process.

Mr. Steve Harker with Touchstone Golf shared through PowerPoint presentation the history of the organization, names of courses they currently operate, and their approach to branding. He complimented MAST Analysts Nate Luna and Michael Stangl for the work and assistance they provided on the facility projects.

Mr. Harker displayed before and after slides of maintenance projects completed at the golf course and restaurant. He discussed the challenges encountered since taking over the facility and how they are being addressed. He closed in sharing information on their community outreach and events they are proposing in their submitted proposal.

Director Wieskamp expressed appreciation for the progress made at the golf course.

Director Siden commended the work completed by Touchstone Golf and Chief of MAST Kelly Barrington for preparedness of the facility.

Director Siden inquired on the hours of operation. Mr. Harker replied they have stayed focus on Friday and Saturday nights and believes more special events need to be held to build more awareness. He indicated the feedback from third party websites have been positive.

Director Sutter requested clarification on the word “option” in the contract. AGM O’Connor replied it means a mutual agreement by both parties. Sutter questioned if what is before the Committee today is just informational. AGM O’Connor replied no, staff will provide an overview presentation and then Ms. Waluch will finish with the staff recommendation and answer any additional questions.

Director Sutter indicated that if this item is being presented to the Board, we will need more than a staff presentation. Additional details of the agreement will need to be included and the specifics of what the tenant requirements will be. AGM O’Connor replied some of those details will be part of the negotiation process and the recommendation today will be to move forward with the negotiations and work on the details to be included in the contract. At this time, we are presenting the proposal submitted and why we believe it is a favorable proposal to the District.

Director Sutter asked if increasing the parking will be considered. AGM O’Connor responded an analysis will be completed of the banquet facility and the issue of parking will be included in that analysis. A structural and architectural analysis will also be completed.

Director Sutter inquired if the \$500,000 allotted has already been spent on the facility. AGM O’Connor replied yes.

Director Wieskamp moved to approve and recommend to the full Board the staff recommendation for approval to negotiate with Touchstone Golf LLC a concession agreement for up to 25 years. Director Siden seconded. The item passed unanimously.

Mr. Steve Falzone President of Willow Park Golf Club inquired as to when the negotiations will begin, if the Board gives approval in March. AGM O’Connor advised that the first step is to receive approval from the Board on March 15, and then complete the negotiations which can take up to 30 days, then return to the Board to finalize the contract and move forward.

Agenda Item 2: Update Concession Cost Study: District-wide

Management Analyst Alicia Gonzales provided, through a PowerPoint presentation and Excel spreadsheet, the concessions selected for the new annual report which includes the five highest and five lowest earning concessions based on gross revenue. Details were provided on the timeframe of the data collected, criteria looked at, concession costs, and the plans moving forward.

Ms. Gonzales reviewed with the Committee the top and bottom 5 concession spreadsheet that detailed the Concession Maintenance Funds (CMF), fees collected, District expenses, five year totals, and overall revenue received to the district for these ten concessions.

Director Wieskamp inquired if the concessions listed in the sheet are responsible for the maintenance. Ms. Gonzales replied the funds are paid by the District through work orders and some Capital Improvement Project funds. Concessions with a CMF fund spend those funds per their agreement.

Director Sutter sought clarification on which positions were included in the *Cost of Park Staff Salaries* column of the sheet. Ms. Gonzales replied Rangers, Gardeners (if applicable) and Park Supervisors.

Director Sutter sought confirmation that the idea is that the Capital Project Improvement project is being paid back by the concessionaire. AGM O'Connor responded no, it is a pure expense by the District for that facility.

Director Siden inquired if the capital improvements and work orders are from District revenue. AGM O'Connor replied yes, from District budgeted funds.

Director Sutter inquired if the District built the Mudpuppy's facility. Ms. Waluch replied the facility was built with grant funds and the design was created by the current operator. Sutter inquired if the Brazil Room is a concession. Waluch replied the catering is a concession, and the facility is handled in-house through the Reservations Department.

Ms. Gonzales referred to the District Master Plan to provide an overview on how concessions are evaluated by the District and the conditions under which the District will use a concession.

AGM O'Connor stated at the end of the year, staff will providing the Committee a copy of the final report for all concessions. Director Sutter suggested to distribute the sheet with an explanation to other Board members for comment or suggestions.

Agenda Item 3: Review Caretaker Contract for Services: Big Break Regional Shoreline

Administrative Analyst Noah Dort recounted this new process of renewal came before the Board in February of 2015, to request a one year renewal extension to determine whether we still required a caretaker at the site. Staff is seeking a recommendation to enter into a contract with Mr. Nathan Lawrence to perform caretaker services at Big Break Regional Shoreline. In 2012, Lawrence was contracted as the caretaker. Now with construction complete, it has been determined there is a need for caretaker services at the site. Although the park closes between 5:00-7:00 p.m. depending on the season, the fishing at the pier is permitted until 10:00 p.m. year round. The current contract expires on March 11, 2016. After an open application and interview process with representatives from Operations, Public Safety and Maintenance and Skilled Trades, Lawrence is considered to be the best candidate for this contract position.

Director Siden inquired on the time off allotted for the caretaker. Mr. Dort indicated the caretaker must provide notice of absences from the site for 12 or more hours. They are expected to be there each night and all day on the weekends. Public Safety is also notified when the caretaker is not on the premises.

Director Sutter recalled there was a discussion on not having a trailer permanently on the premises. This should be addressed and reviewed in having a more permanent structure at the site. Mr. Dort indicated we are utilizing this time to explore those options for a permanent structure at the site.

Mr. Dort mentioned that with a caretaker on site, they would be able to respond and report anything suspicious to Public Safety viewed on the security cameras.

Director Wieskamp moved to approve the staff recommendation to enter into a Caretaker Contract for Services for Big Break Regional Park with Mr. Nathan Lawrence. The initial term of the contract would be one year, commencing March 12, 2016, with the possibility of 2 one-year extensions upon mutual agreement between the District and Mr. Lawrence. The cost to the District for this action is \$6,368.16 per year, to increase by 1.5% annually during the term of this contract. The initial annual contract costs compute to \$530.68 per month for providing Caretaker services at Big Break Regional Shoreline. Director Siden seconded. The item passed unanimously.

Agenda Item 4: Review Bay Area Air Quality Management District Communication Site License: South County Corporation Yard, Lake Chabot Regional Park

Administrative Analyst Renee Patterson advised that staff is seeking a recommendation for a renewal of the existing agreement for four 5-year terms for the Bay Area Quality Management District (BAQMD) communication site license at South County. Patterson provided an overview of the communication site and stated this site is a weather station tower. The data gathered at the site assists with bay area air quality. The District is allowed to retrieve data directly from the company since the tower is on District property. Patterson provided a breakdown of the fees paid to the District.

Director Sutter inquired how the lease amount is determined. Ms. Patterson replied that she located information on weather station licenses that other public entities hold for the BAQMD. She reported that some fees were higher, some lower, and others had no fees associated.

Director Siden moved to approve the staff recommendation for four 5-year terms, beginning June 1, 2016 for this Communications License with an annual fee of \$814.45 and with 5% annual increase. Director Wieskamp seconded. The item passed unanimously.

Agenda Item 5: Review State of California Communication Site License: Vollmer Peak, Tilden Regional Park

Administrative Analyst Renee Patterson advised the State of California is seeking to renew the license for the existing communication site located at Vollmer Peak. This site has two agencies within the State of California using this license. One is the California Highway Patrol (CHP) and the other is the Office of Emergency Services (OES). The CHP has been at the site since 1968 and OES since 1994. This site, which is at the top of the peak, is 100% public entity use only. There are no private agencies that use this site. The public entities that use it are for emergency services, public safety, fire, ambulance, Golden Gate Authority, and Bay Area Rapid Transportation. Each contract has different fees associated.

Director Sutter inquired about the reference to the road fee. Ms. Patterson stated that the fee is an additional fee paid to the District. Revenue from this is placed into a fund that goes directly to the Maintenance and Skilled Trades Department.

Director Siden moved to approve the staff recommendation for authorization for a communication site license agreement with State of California, by and through the Department of General Services with the consent of the CHP and OES for a 5 year term, with three additional 5 year terms, for the State's existing communication equipment at Vollmer Peak in Tilden Regional Park. The District can expect annual revenues of \$43,200 for nine racks of equipment at \$400 per rack, per month, with an annual adjustment of 2.3%. Licensee fees currently due to District for October 2014 through January 2015 are

\$9,972.64. The road access fee is \$1,200. There is no cost to the District for this action. Director Wieskamp seconded. The item passed unanimously.

Agenda Item 6: Review Newfoundland Club of Northern California Special Use Agreement: Del Valle Regional Park

Administrative Analyst Renee Patterson began by sharing that the Newfoundland Club of Northern California (Club) has been in existence since the mid-1980's. The Club is the largest purebred Newfoundland dog water rescue training club in the western United States. They sponsor working dog events, offer public education, and promote the understanding and appreciation of this special breed.

Ms. Patterson provided an overview of the Club through a PowerPoint presentation and recalled that for the last 20 years, on a weekly basis, four to six members train and test up to ten dogs in water rescue techniques in May through October at Hobie Point in Del Valle Regional Park.

Director Wieskamp asked what happens with the training due to the blue/green algae issue at the lake and do we provide them with a prior warning. Mr. John Pearson, President of the Club stated the blue/green algae did not affect their operations this year.

Director Siden inquired how the Club gets involved in rescue efforts. Mr. Pearson stated there is a history to the breed; that it was developed in eastern Canada for carting and assisting fisherman in the water and as a rescue dog. The club rarely uses them for rescue in the United States. The Club's goal is to maintain the ability and natural instincts of the dog.

Director Wieskamp moved to approve and recommend to the full Board a five-year Special Use agreement beginning April 1, 2016 with a second five-year term with the Newfoundland Club of Northern California to record the details of the use area and the continued activities for training and testing of water rescue techniques at Del Valle Regional Park. Director Siden seconded. The item passed unanimously.

Agenda Item 7: Public Comments

There were no public comments.

Agenda Item 8: AGM Comments

- The Board Field Trip agenda is being finalized.

Agenda Item 9: Board Comments

Director Wieskamp requested to move the June Committee meeting, due to the Livermore State of the City meeting.

Director Siden requested to consider looking at three locations for convenience camping sites, to look into a deluxe cabin model with a bathroom and kitchen, and consider a site for a yurt in order to offer an option of minimal convenience.

Director Sutter inquired if there will be a camping update this year. AGM O'Connor stated next month he will provide an informational presentation including pictures of Costanoa a camping resort on the San Mateo coast. The campground has everything from tent camping, yurts, to hotel rooms. The meeting was adjourned by Director Sutter at 2:21 p.m.

Respectfully submitted:
/s/ Denise Valentine
Executive Secretary

/dv