

AGENDA  
REGULAR MEETING  
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, December 18, 2018

C. BUSINESS BEFORE THE BOARD

7. BOARD COMMITTEE REPORTS

b, Operations (Thursday, September 13, 2018) (Wieskamp)

Present

Board: Directors Ayn Wieskamp (Chair), Dennis Waespi, Ellen Corbett

Staff: Jim O'Connor, Ruby Tumber, Anne Kassebaum Mimi Waluch, Justin Hancock, Steve Castile, Kevin Takei, Maurice Quince, Denise Valentine, Ira Bletz, Jeremy Saito

Guests: Mona Ellingson

**Agenda Item 1: Review of Anthony Chabot Equestrian Center Request for Proposals (RFP)**

Business Services Manager Mimi Waluch provided an update on the Anthony Chabot Equestrian Center RFP through a PowerPoint Presentation. Items in the presentation included review of location, history, amenities and services, RFP process and the staff recommendation.

Director Waespi inquired if the center is at capacity. Concessionaire Mona Ellingson replied yes.

Waespi inquired what percentage does the Park District receive in funds. Waluch replied 3% concession revenue and 7% to the Concession Maintenance Fund (CMF).

Waluch recalled that the CMF fund has increased slightly over the last 5 years to cover increased maintenance costs associated with aging facilities.

Waluch mentioned this facility has had roof and paddock work completed with funds coming from the CMF and 553 funds.

Anthony Chabot Park Ranger Maurice Quince provided an update on the operation of the concessionaire and the cooperative working relationship with staff.

Waespi inquired what is done with the manure. Ellingson replied a service hauls the manure and transports it to a compost facility.

Waespi moved to approve and recommend to the full Board the staff recommendation for a two-year concession agreement, with one five-year option period, at the Park District's discretion, to Mona Ellingson to operate the Anthony Chabot Equestrian Center, term starting January 1, 2020. There is no cost to the Park District for this action. The Park District can expect annual concession fees of \$13,300 and concession maintenance fund fees of \$31,050, based on a percentage of gross sales from the operation of a full-service equestrian facility at Anthony Chabot Equestrian Center. Corbett seconded. The motion passed unanimously.

## **Agenda Item 2: Update: District-wide Bus Transportation Program**

Recreation Supervisor Jeremy Saito provided an update on the District-wide Bus Transportation Program through a PowerPoint Presentation. Items in the presentation included review of staff, overview of the Parks Express program, eligibility, budget, statistics of passengers, booking process, and challenges.

Waespi inquired on the full cost of a bus rental. Saito replied the full cost averages from \$650 up to \$1,000.

Corbett inquired if AC Transit is one of the Park District's current operators. Saito replied no.

Corbett inquired if schools who qualify for a fee reduction still pay a portion of the fee. Saito replied yes. Corbett inquired if it is an issue for schools who are not able to pay the fees. Saito replied there are some schools who are not able to afford the fees and are able to obtain funding from partners.

Waespi inquired on the hourly salary of the bus drivers. Saito replied from \$25 to \$35 per hour.

Waespi inquired if the Park District could possibly purchase two buses and hire drivers. Saito replied for the Parks Express program, there are too many requirements. A specific certification called the School People Activity Bus driver is required. The maintenance fees would be costly, and the program would have to be in line with the school districts individual requirements, which all vary. AGM Jim O'Connor added that for the program to function, numerous buses are required for any one day throughout the Park District.

Corbett requested a deeper look into how the program can be expanded. Corbett inquired if school groups are encouraged to spread trips throughout the year. NorthWest Regional Services Manager Ira Bletz replied affirmatively.

Corbett questioned if contracts could be established with bus companies to guarantee a certain number of buses for certain months on an annual basis. Bletz replied that staff has approached that topic with large providers who have fleets of school buses, however, the Park District is not a large enough player (not enough demand) to be considered for this type of request.

Saito mentioned on November 2, a fishing derby is being held for veteran's in Antioch.

Corbett inquired if there is a way to have AC Transit more involved in the program. Saito replied staff can investigate for other programs, however, it would not work for the Parks Express

program due to the school's requirements/criteria. Chief of Interpretive and Recreation Services Anne Kassebaum commented that contact has been made at a staff level with AC Transit and discussed the potential of wrapping some buses with Park District logo's and have a bus dedicated to a bus stop near a park. Kassebaum noted that the discussion would need to shift to a higher management level between agencies.

### **Public Comments**

There were no public comments.

### **AGM Comments**

- A video of the Fish Fest was displayed.
- Regional Services Manager Dave Zuckermann provided an update on the Footprints of the Giants Exhibit at Redwood Regional Park through a PowerPoint presentation.

### **Board Comments**

There were no Board comments.

Meeting adjourned at 1:25 p.m.