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BOARD EXECUTIVE COMMITTEE
Thursday, October 9, 2014
12:45 p.m., 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.

A copy of the background materials concerning these agenda items, including any material that may have been submitted less than 72 hours before the meeting, is available for inspection on the District's website (www.ebparks.org), the Headquarters reception desk, and at the meeting.

AGENDA

<u>STATUS</u>	<u>TIME</u>	<u>ITEM</u>	<u>STAFF</u>
I	12:45 pm	1. Breuner Marsh Restoration and Public Access Project Update	Barton
R	1:15 pm	2. Recommendation to Implement the District Wide-Asset Management Software System	Rasmussen/Collins
		3. Public Comments	

- (R) Recommendation for Future Board Consideration
- (I) Information
- (D) Discussion

Executive Committee Members

Ayn Wieskamp (Chair); John Sutter; Whitney Dotson
 Ted Radke, Alternate
 Robert E. Doyle, Staff Coordinator

Future Meetings:

January 9	July 10
February 27	August 14
March 13	September 11
April 10	October 9
May 7	November 13
June 12	December 11
June 24	

Distribution list (next page)



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Chris Barton
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Dave Collins

BOARD EXECUTIVE COMMITTEE

Meeting of October 9, 2014

TO: Board Executive Committee

FROM: Robert Doyle, General Manager

**STAFF REPORT
PREPARED BY:** Chris Barton, Acting Environmental Programs Manager

SUBJECT: Breuner Marsh Restoration and Public Access Project Update

Chris Barton, Acting Environmental Programs Manager, will make a presentation on this agenda item.

BACKGROUND

On June 17, 2014, the Board of Directors awarded a construction contract to complete Phase I of the Breuner Marsh project. Phase I includes grading necessary for restoration of tidal saltmarsh, seasonal wetlands and coastal prairie. It also includes rough grading for future Phase II public access improvements. Phase I construction activity began on July 23, 2014 and is scheduled for completion by the end of December, 2014. Phase II design and engineering is currently underway. It is scheduled to go out to bid in spring 2015 and to construction in summer 2015.

Staff will update the Board Executive Committee on construction progress for Phase I and next steps for implementation of Phase II.

RECOMMENDATION

None. This agenda item is informational only.

BOARD EXECUTIVE COMMITTEE

Meeting of October 9, 2014

TO: Board Executive Committee

FROM: Robert Doyle, General Manager

**STAFF REPORT
PREPARED BY:** Dave Collins, AGM, Finance & Management Services
Jeff Rasmussen, Grants Manager
Kelly Barrington, Chief of MAST
Audrey Som, Design Manager

SUBJECT: Recommendation to Implement the District Wide-Asset Management Software System

Dave Collins, Assistant General Manager; Kelly Barrington, Chief of Maintenance; and Jeff Rasmussen, Grants Manager, will make a recommendation to the Board Executive Committee on the implementation of the District-wide Asset Management System. Mike Wintz from VFA Inc. will make a brief presentation to the Committee on the system.

BACKGROUND

In 2012, the Board of Directors, in recognition that many facilities are now aging past their expected life, and that the long-term major renovation and/or replacement costs of the assets has not been planned for or funded at a sustainable level in the annual budget, directed staff to establish Fund 553 to start a program to provide, over the long term, for the necessary major renovation and replacement of District infrastructure.

One of the first tasks in developing an estimate of the financial liability posed to the District by its aging infrastructure, and the target annual funding appropriation that will be necessary to mitigate it, is to establish an inventory of existing assets and begin an assessment of their age, condition, and cost of replacement. In 2012 and 2013, staff assembled an initial inventory of paving, bridges/piers/docks, water utilities, and buildings/structures to develop an estimate of replacement costs and useful lives of infrastructure in each category. During 2014, staff investigated the purchase of an asset management software system to accurately quantify and estimate, using industry standards, infrastructure replacement/renovation needs of the District. The intent is to provide staff with the tools to set efficient short and long-term project priorities that ensure the continued safety and serviceability of these public facilities.

Assistant General Managers Jim O'Connor and Dave Collins met with staff on several occasions to review the project. Staff reviewed existing software systems, including the Cartegraph work order system currently used by MAST, the IFAS finance system, and existing Microsoft Access databases. In addition, staff reviewed online demonstrations of various software systems and visited Santa Clara County to review their asset management system. Following these reviews, staff issued an RFP for an asset management software system. The District received proposals

from three firms and after review, recommends the selection of VFA Inc. for the District's asset management software system.

Similar to the pavement management software system, which has been in use by the District for more than a decade, the asset management software system will allow the District to accurately inventory bridges/piers/docks, water utilities, and buildings/structures to develop an estimate of replacement costs and useful lives of infrastructure in each category. Using a "facilities condition index" ("FCI"), the system will tell the District where best to expend funds and analyze the effects of various funding scenarios on the long-term condition of District assets.

The initial proposal from VFA Inc. is to conduct a pilot project at four parks: Tilden, Anthony Chabot, Lake Chabot (including South County Corporation Yard), and Coyote Hills. These parks, about 20% of the District, represent a good cross-section of all the assets in the District. If successful, approximately 20% of the remaining District assets would be added to the system each year, thereby establishing a system whereby all District assets are accessed every five years.

VFA Inc.'s proposal for the four initial parks is \$115,100 to assess the assets identified on the District existing list of assets, plus \$632 per small unidentified assets and \$0.37/square foot for large buildings over 4,000 square feet. Due to the limited information currently available on District assets, staff is proposing a \$27,900 contingency (24%) which may be used should more assets be identified at these parks during the course of the study. VFA Inc.'s proposal to complete the remainder of the District over the next four years is \$394,400 for a total cost of \$509,500. Staff will return to the Committee with the results of the study. If this first phase proves feasible at these first four parks, staff would return to the Board with an estimate for continuing this work as an annual process, and to seek authority to extend VFA's contract accordingly.

Following this review and recommendation by the Committee, staff will be seeking authorization by the full Board to enter into a contract with VFA Inc. to develop the system. The \$175,000 in funding for the first four initial parks is budgeted to Project 520400. Funds for the continued implementation of the system and supporting staff time are not yet budgeted, but would likely be proposed for appropriation from Fund 553, consistent with the intent of this fund to reconstruct or replace existing facilities.

To date, Fund 553 has received revenue totaling \$13.4 million, has been appropriated to seventeen projects totaling \$6.1 million, and has a fund balance of \$7.3 million. Staff expects to recommend regular annual commitments of the General Fund to Fund 553 from opportunity and base-budget cycles. The goal, based on the District's current records, is that regular replacement/renovation of aging facilities will require approximately \$9 million/year.

Fund 553 revenues and expenditures to date are shown in the table on the following page:

Fund 553 Revenues and Expenditures as of 9/16/2014	
Transaction Type	Amount
Sources-Transfers In	
2012 General Fund to 553	\$2,921,000
2013 General Fund to 553	\$2,000,000
2014 General Fund to 553	\$6,000,000
2014 (Mid-Year) General Fund to 553	\$2,500,000
Total Interest Earned	\$44,270
Total Transfers In	\$13,465,270
Uses-Transfers Out	
To Various Projects between 2011-2014	\$1,236,715
To Paving Program \$1M each year in 2013-2014	\$2,000,000
To Eight Projects, 2014 mid-year	\$2,900,000
Total Transfers Out	\$6,136,715
Total Estimated Fund 553 Balance	\$7,328,555

RECOMMENDATION

Staff requests the Board Executive Committee's direction and recommendation on the following:

1. Forwarding a recommendation to the full Board to implement the project.
2. Award a contract to VFA Inc. to conduct a pilot project at four parks: Tilden, Anthony Chabot, Lake Chabot (including South County Corporation Yard) and Coyote Hills.