

EAST BAY REGIONAL PARK DISTRICT

MEMORANDUM

February 6, 2014

To: Board of Directors

From: Robert E. Doyle, General Manager  
Dave Collins, Assistant General Manager, Finance/Mgt. Services

Subject: February 14 and March 10, 2014 Board of Directors Workshops

The format of the workshops is similar to that of prior years – providing an opportunity for Board Members to bring forward issues of interest and to seek consensus on top priorities for focus discussion. Disposition of issues may include: discussion at the current workshop; referral to future workshops, committee meetings or Board meetings; or a request to staff for further development.

These meetings are being held in a workshop format to encourage Board member comment and discussion; however, per the requirements of the Brown Act, no formal actions may be taken at this workshop. Any items requiring formal Board action will be referred to subsequent regular Board Meetings for consideration.

These two workshops are the first of five workshops planned for 2014. These initial workshops provide the Board a broad opportunity to identify issues of importance, to request information and review such matters with staff, and to discuss options and alternatives to achieving the District's goals.

In support of this discussion, please find attached the Summary Notes from the first two 2013 Board Workshops, with brief 2014 status updates by staff.

Future workshops will provide detailed summary information on the District's capital funding, acquisition, development, maintenance and resource projects and similar topics. The Board's discussion of these matters will help update the District's priorities and guide the preparation of the 2015 District Budget.

**I. Draft Agenda, Friday, February 14, 2014:**

- |            |  |  |
|------------|--|--|
| 12:30 p.m. | Call to Order & Workshop Procedure<br>Opening Comments<br>Outline of 2014 Workshops                | President Wieskamp<br>GM Robert E. Doyle<br>AGM Dave Collins |
| 12:45 p.m. | Identify Board Members' Interests<br>Individual Priorities (5 minutes each)                        |  |
| 1:20 p.m.  | Consensus on priorities for today's discussion<br>and disposition of remaining issues              |  |
| 2:00 p.m.  | Break – 15 minutes   |  |
| 2:15 p.m.  | Dialog on priority issues - 90 minutes<br>Consensus solution or action plan                        |  |
| 3:45 p.m.  | Recap Consensus Review of Issues<br>Confirm March 10, 2014 Workshop Priorities<br>Workshop wrap-up |  |
| 4:15 p.m.  | Public Comments  |  |
| 4:30 p.m.  | Adjournment  |  |

**1) February 27, 2013 Focus Topic Discussions:**

**a) Internal Audit:**

Board members discussed peer review comments and Finance Committee statements regarding independence of the internal auditor and CFO/Controller. The Board will be provided with peer review, best practices, and CFO/GM recommendations for possible discussion at March 11 Workshop (per direction at the March 5 Board Meeting, this was redirected to the Finance Committee).

***2014 Update: Completed. The Board Finance Committee, General Manager, District Counsel and Treasurer recommended changes to the Board Operating Guidelines and internal audit oversight that have been enacted.***

**b) Master Plan:**

AGMs Mike Anderson and Carol Johnson updated the Board on the process and coming schedule of review. Board members were provided an Administrative Draft and notified that the “response to comments” document is also being prepared for their information. Staff will return to the Board for authorization before requesting public comment.

***2014 Update: Completed. The Master Plan was completed and adopted by the Board on July 16<sup>th</sup>, 2013.***

**c) Relations with State Parks:**

General Manager Robert Doyle and AGM Bob Nisbet updated the Board on the several recent meetings held with State Park officials including the new Director. There appears to be constructive communications and common understanding on several issues; however, follow up actions are still pending, including the extension of the McLaughlin/Eastshore State Park agreement, which is still being exchanged in draft form.

***2014 Update: Completed. The McLaughlin/Eastshore State Park Operating Agreement was completed in 2013. Funding for Brickyard is being budgeted by the State, and the District enjoys a positive relationship with State Parks representatives.***

**d) Board Communications with Staff:**

Comments/interests include:

- i) Keep improving staff communications with Board
- ii) Communicate early and often
- iii) Inform/involve Board Members at inception of LUP process and when projects begin for parks in their wards, and for events and openings.
- iv) Inform Board Members promptly about newsworthy issues that could trigger an “I suppose you know...” interaction in the community.

- v) Allow for direct communications with Park Supervisors
- vi) Notify Board Members of official appearances at local Planning Commission or Council meetings; or meetings with legislators
- vii) *Communicate any issues with local cities (in Board Member's wards)*

**2014 Update: The attention to good Board communications is ongoing.**

**e) Concession Agreement “Coming Attractions”:**

Revenue Manager Mimi Waluch updated the Board on the list of major concessionaire agreements expiring in the coming two years. Board members requested to be informed in advance of the announcement of concession RFP or renewal process. *Board members requested to be reminded of the number of years remaining for each concession, and of current District policy.*

**2014 Update: The anticipated schedule for concession RFP/Renewals is being coordinated through the Board Operations Committee. Major renewals anticipated for the coming year include the Tilden Carousel and Willow Park Golf Course.**

**2) March 11, 2013 Draft Workshop Discussion Topics:**

**a) Cultural Resources:** Staff will provide a brief report on this topic including job description updates and anticipated recruitment and hiring dates.

**b) Land Use Plans:** Many of the Board's interests involved the upcoming and in-process District's Land Use Plan and LUP Amendments. The General Manager has requested that staff be present to brief the Board on the overall program status

**c) Human Resources:**

HR staff will attend the workshop in support of a discussion of HR issues, including:

- (1) Succession planning
- (2) Training
- (3) Diversity
- (4) Hiring
- (5) Job shadowing
- (6) Health Care Reform Act impacts

**d) Partnerships:** Staff will be present at the meeting to support a discussion of partnership issues.

**e) Future Workshop Dates:**

- i) Capital Finance – May 2, 2013**
- ii) Capital Trails – May 29, 2013**
- iii) Confidential Land Session – June 24, 2013**

**3) Board Comments from Feb. 27 (no referral):**

- a) Expedite projects whenever possible
- b) **Children's Play Equipment:** include in new parks
- c) **Tassajara Ridge Trail:** Good local cooperation noted.
- d) **Crown:** Police and Fire coordination with Alameda is working well.
- e) **MLK - Tidewater:** Recognition that the facility serves both Oakland and Alameda
- f) **Lake Chabot – Dam Construction:** Coordinate District access with EBMUD project-related closures
- g) **Point Pinole:** Size bridge utilities to allow future expansion (*done*)
- h) **The District is doing a good job.**

**4) To Capital Finance Workshop, May 2, 2013**

**2014 Update: All interests discussed at Capital Finance**

- a) **2012 Promissory Notes (Field and Administrative Facility Replacement/Renovation Plan):** Update
- b) **Measure WW:** Update on financial status.
- c) **Measure CC, Future measures/elections:** Update
- d) **Opening new parks/facilities:**
  - (1) Projects in the "Pipeline".
  - (2) Need to increase staffing where possible.
- e) **Fund Balance:**
- f) **Measure AA Status of Spend Down**

**5) To the Capital/Trails/Maint. Workshop, May 29, 2013:**

- a) **Clayton Ranch/Black Diamond:** Land Use Plan and LUP Amendment schedule **Also Discussed on 3/11/13**
- b) **Opening New Parks:**
  - i) **Buckeye,** “soft” opening **2014 Update: cleanup of site in process. Road widening not planned at this time.**
  - ii) **Vargas:** Update and target opening date **2104 Update: Tree removal complete, roadway improvements underway, initial park improvements planned for 2014. Staffing included in budget.**
  - iii) **Dumbarton:** Update and schedule **2014 Updates: Reported to the Board regularly in closed session.**
- c) **Mission Peak:** Staging, access, and use plan. **(3/11/13)**
- d) **Pleasanton Ridge:** Update on LUP, new staging, and possible name change to include Sunol Ridge. **(3/11/13)**
- e) **McCosker:** Update on LUP Amendment Schedule. **(3/11/13)**
- f) **Bay Trail:** Update. Consider increasing the District’s role in resolving trail barriers in Oakland and other areas.
- g) **Oyster Bay:** Review LUP. Informal meeting with San Leandro was productive **.(3/11/13)**
- h) **Niles Canyon:** Trail planning status
- i) **Point Pinole:** Update
- j) **Miller Knox:** Update
- k) **Bay Water Trail:** Update



**6) To the Confidential Land Session, June 24, 2013**

**2014 Update: all interests discussed in 2013 Land Session**

- a) **Habitat Conservancy:** Update on status, duration.
- b) **Land Acquisition is a Priority:** Consider use of eminent domain for delayed project priorities.
- c) **Bollinger Canyon:** Improved access to Las Trampas
- d) **Burton Ridge:** Status
- e) **Point Molate:** Status

**7) Referred to Staff for future Board Meeting update:**

a) **Pleasanton Ridge:**

- i) Funicular or Cog Railway **To Full Board**
- ii) Van Access, LUP **To Operations Committee**

**2014 Update: Pilot Program for Van Access in place.**

- b) **Sea Level Rise:** Update on District impacts/plans re: shoreline parks including San Lorenzo, Hayward, etc.

**2014 Update: Staffing changes have delayed this planning effort.**

**Interpretive Facilities and Programs:** Update on Interpretive Plans for facilities, programs, and outreach. Consider larger facilities for conferences and events.

**2014 Update: Staffing changes have delayed this planning effort.**

**8) Referred a Board Closed Session:**

***2014 Update – Topics reviewed in closed sessions.***

- a) Alameda Point: Update
- b) Crown: Update on McKay St.
- c) Coyote: Dumbarton (if needed)

**9) Referred to the Operations Committee:**

***2014 Update: Referred to 2014 work plan.***

- a) Shadow Cliffs:
  - i) Fund and complete post-water slide improvements
  - ii) Consider increasing interpretive programs at the site
- b) Vasco – Horse Arena: Update and plan for use.
- c) Camping Task Force: Update on status
- d) Crown: Consider purchase of beach rake
- e) Van Access, LUP: To Operations Committee

**10) Referred to the General Manager:**

- a) Watershed Signage:
- b) PAC: ***Encourage*** ~~increase~~ diversity in ethnicity, gender and age by seeking a broad array of appointees. *Provide a schedule of appointments to Board.*

**2014 Update: Complete.**

**11) Public Comments:**

- a) Ed Bennett: Asked if the District or State currently control the Brickyard development process. Staff responded that this is the subject of negotiations with the State.
- b) Peter Rauch: Commented on his positive interactions with the new State Parks Director. Mr. Rauch also questioned if there was public pressure on the District to open Land Banked properties, and advised the District to educate the public about the long-term value of retaining these lands for future generations.

**12) March 11, 2013 Focus Topic Discussion:**

**a) Cultural Resources:**

- i) Position Update (3/11/13): The position is not yet filled. The job specification has been provided to the Union at Meet and Confer. The recommendation is that position be represented by AFSCME, and the discussion is over the salary range.
- ii) Interests regarding the duties of the position:
  - (1) Involved in planning policies and procedures:
  - (2) Review of documentation
  - (3) Field monitoring and review
  - (4) LUP project team member
  - (5) Provides field assessment and recommendations.
  - (6) Responsible for the Cultural Atlas

- (7) Participates in the Acquisition Evaluation to identify:
  - (a) The list of cultural assets on new properties
  - (b) Target assets that will need further evaluation following acquisition.
- (8) The position should will have a clear relationship with Planning and Stewardship, defined in writing
- (9) The “Field Find Form” process should continue.

**2014 Update: *The Cultural Resources position description was drafted, approved and Beverly Ortiz was appointed in January 2014.***

**b) Partnerships:**

- i) This discussion focused on “**concession**” partnerships, vs. agency or public jpa’s or other agreements.
- ii) Interests/considerations:
  - (1) Continue to professionalize the process
  - (2) Review the Capital implications of concessions
  - (3) Seek business plans for concessions
  - (4) Continue to bring concession issues to Board Operations and the full Board.
  - (5) Improve the fee compliance and tracking oversight of concessions.
  - (6) Consider whether or not to continue existing concessions at end of term.
  - (7) How to consistently evaluate new opportunities.

**2014 Updates: Notes from February 27 and March 11, 2013 Board Workshops**

- (8) Staff capacity is an issue
- (9) Financial Condition of “Partners”:
- (10) Financial goal: Will the District profit, match or subsidize?
- (11) Policy on best use of District lands?
- (12) Focus on services to public.
- (13) How do concessions fit with the priorities of the District?
- (14) Event Facilities: What do we have? What do we need? Do we need more? If so, where?
- (15) We need a checklist to use when concessions are proposed, or are proposed for continuation.
- (16) Next Steps?
- (17) Screening of new ideas:
  - (a) Require a deposit, like for encroachments
  - (b) Get qualifications of applicants
  - (c) Define the public benefit

***2014 Update: The Operations Committee is reviewing concession renewals and proposals. Policy language on concession opportunities has not yet been drafted.***

**c) Land Use Plans:**

- i) Current projects – a list was provided and discussed.

**d) Master Plan:**

- i) Administrative Draft provided to Board.

- ii) Seeking Board authorization to distribute at April 2 Board Meeting.

**2014 Update: Master Plan is Complete.**

**e) Human Resources:**

HR staff reviewed the following aspects of the HR effort:

- (1) Succession planning
- (2) Training
- (3) Diversity
- (4) Hiring
- (5) Job shadowing
- (6) Health Care Reform Act impacts

Highlights included the Supervisors' and Manager's academies, integration and coordination of training, successions, transitions, etc.; the new supervisor training and orientation process, and the desire to increase the training budget from prior year.