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**12:30 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** Jim O'Connor, Assistant General Manager-Operations  
**DATE:** March 19, 2015  
**SUBJECT:** Review Touchstone Golf LLC Interim Operation and Management Services Agreement: Lake Chabot Regional Park

**BACKGROUND**

The Willow Park Public Golf Course concession contract at Lake Chabot Regional Park expired November 30, 2014. The Request for Proposals (RFP) for the next long-term operation and management of the facility was non-responsive and an interim operator, Touchstone Golf LLC, was chosen to aid in the transition of the facilities through April 30, 2015. Evaluation of the site conditions including the golf course, buildings, other structures, course equipment and foodservice inventory purchases continue to be processed. District staff and the interim operator are currently addressing several of the immediate maintenance projects such as health and safety code corrections to the foodservice facility, safety fencing, hazardous tree removal and pruning, electrical and plumbing corrections, and general debris removal throughout the facility.

Since Touchstone took over management of the facility on December 1, 2014, the general golf course conditions have improved significantly and the majority of golfers seem pleased with these conditions. Play at the course has increased over the past 90 days, there are 14 golf tournaments currently on the calendar for 2015, with another 22 events scheduled at the banquet and event center facility. Food and bar service is available daily in the bar/grill, and the restaurant's main dining room is scheduled to re-open for dinner service in mid-late April on a limited basis, as the budget and customer base rebuilds.

The previous RFP process (July 2014) required the next future long term operator to fully fund needed capital improvements; this strategy was unsuccessful most likely due to the current downturn in golf participation and revenues overall, and the higher than anticipated capital renovation needs of the site. Based on this result, District staff has determined that some District capital renovation will be required at the facility prior to the next RFP process and will be seeking Board approval for an appropriation of funds for this purpose in the near future. District staff is currently evaluating the golf course and clubhouse facilities to determine the priority projects that are proposed to be funded by District funds this year, and will be seeking an amendment to the 2015 budget for this purpose, pending recommendation by this Committee and approval by the Board of Directors.

Some potential projects to be included in this effort include repair and renovation of paving of parking lots and driveway, replacement of the clubhouse roof, repairs to the sewage system, Clubhouse HVAC

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system repair or replacement, restroom renovations, removal and replacement of trees on the golf course, and possible replacement of the irrigation system pumps. These projects are all renovation of existing facilities; therefore, staff is recommending use of the District's 553 Infrastructure Replacement Fund for this purpose. A prior \$100,000 appropriation of District funds, and staff time and materials from annual budgets have been utilized in the repairs made to date; therefore Staff believes that an additional investment of \$500,000 will be sufficient to complete the necessary major renovation work. Staff will provide updates to the Board regarding project progress and expenditures.

By making this key investment in specific capital improvements that will address long-term asset preservation and sustainability, the District will be in a better position to attract major players in the golf industry when the next RFP process begins. Attracting a professional golf course operator is a key goal of the District. This upfront investment by the District will make the facility more attractive to professional golf course operators and allow the future operator to invest more capital in facility improvements which add services, enhance the visitor experience, and improve profitability and sustainability.

In order to provide continued operation of the golf course while capital improvements are completed, District staff is also recommending an extension of the current contract with Touchstone Golf LLC through March 31, 2016. This extension will also allow the District to gain a better picture of the golf course revenue potential prior to the next RFP process and will also allow for the District to complete the required golf course name change and rebranding effort in conjunction with Touchstone management. At this time District staff plan to initiate the next RFP process in December 2015 and have a new full-time operator managing the facility by April 1, 2016.

## **RECOMMENDATION**

Staff is requesting that the Board Operations Committee forward to the full Board:

1. A recommendation requesting authority to negotiate and extend the interim agreement with Touchstone Golf LLC through March 31, 2016, and
2. A recommendation that the Board appropriate \$500,000 from the District's 553 Infrastructure Replacement Fund for capital improvement projects that will address long-term asset preservation and sustainability of the existing golf course and clubhouse facilities.

Pending concurrence of the Board Operations Committee at this meeting, staff intends to bring this recommendation to the full Board at its April 7, 2015 meeting.



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**12:45 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** Mimi Waluch, Revenue and Administration Manager  
**DATE:** March 19, 2015  
**SUBJECT:** Review Chabot Gun Club 2015 Fee Schedule:  
 Anthony Chabot Regional Park

A marksmanship range has operated in Anthony Chabot Regional Park since 1963. In 1989, the Park District entered into a 25 year Lease Agreement (“Lease”) with the Chabot Gun Club, Inc. (“Club”) to expand the marksmanship range and facilities. The Lease was later amended in 1995 to clarify certain provisions and to provide for public safety use of the range for training. The Lease expired January 1, 2015. The Club timely notified the District of its interest in negotiating a new lease with the District.

There are several environmental studies that must be undertaken in order to evaluate whether and upon what terms and conditions a new lease could be entered into with the Club. Staff recommended that the status quo be maintained by extending the lease for one year in order to allow necessary environmental studies be undertaken. The Board of Directors authorized a lease extension of one year to provide time for staff to complete the additional studies and make recommendations to the Board.

Subsequently, the Club requested the following fee increases to take effect January 2015.

Club Fee Schedule	Current	Proposed	Last Changed	Other Facilities*
Rifle/Pistol Non-Member	14.00	17.00	2006	14.00 – 25.00
Rifle/Pistol Member	7.00	8.50	2006	7.00 – 15.00
Rifle/Pistol Guest	8.00	9.75	2006	
Rifle/Pistol Junior	4.00	5.00	2006	5.00 – 10.00
Trap Non-Member	9.00	11.00	2006	8.00 – 11.50
Trap Member	7.00	8.50	2002	5.00 – 8.00
Trap Guest	8.00	9.75	2006	
Trap Junior	5.00	6.00	1998	2.50 – 6.50

Staff evaluated the requests by researching the comparable and competitive fees submitted by the Club. Additionally, staff identified two additional ranges in the area for evaluation. Hourly rates, day rates, indoor range facility, outdoor range facility, and general conditions of the facility were reviewed. Overall the fee increases were difficult to compare with other range facilities due to the variety of services, time restrictions (all day versus multi-hour blocks) and facility amenities.

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The current Club fees are generally within the average fee scales of other facilities. Due to the ongoing negotiations of the next term of the Club lease staff did not recommend moving forward with fee increases at that time. The Club wishes to re-submit the request for implementation of fee increases for 2015. Staff recommends including fee rate adjustments as part of the next term of the Chabot Gun Club lease.



**1:00 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Ira Bletz, Acting Interpretive Services Manager  
Interpretive and Recreation Services

**DATE:** March 19, 2015

**SUBJECT: Update Oral History Program: District-Wide**

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Ira Bletz, Acting Interpretive Services Manager, will provide an update on the District-wide Oral History program, which focuses on recording the spoken words of persons having historical information about regional parklands or significant events within the District's history that are worth preserving.

The 2015 Budget includes a total program budget of \$40,000. Recently, eight oral histories have been completed covering Black Diamond, Brushy Peak, Shadow Cliffs and Clayton Ranch. Ten oral histories are scheduled for completion this year. These represent the following parks: Sibley, Deer Valley, Big Break, and Arata Family Ranch. Additionally, oral histories for Borel Ranch are underway.

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**1:30 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** Renee Patterson, Administrative Analyst II  
**DATE:** March 19, 2015

**SUBJECT: Review of Briones Archers Special Use Agreement: Briones Regional Park**

Founded in 1969, the Briones Archers Club (“Club”) originally descended from the old Roving Archers Club of El Sobrante. The Club is a nonprofit volunteer organization, established to promote the sport of archery in its various forms. The Club currently utilizes a site located on approximately 30.5 acres of the north east leg of Homestead Valley in Briones Regional Park. The range is accessible via the Seaborg/Crescent Ridge Trail, approximately three quarters of a mile east of the park’s Bear Creek Road entrance. Over the years development and improvements to the site have occurred and the Club has taken good care of the area. Club members work hard to maintain a safe, enjoyable shooting experience. The range is set up to National Field Archery Association specifications with a large open-area practice range and 42 quality 3-D targets placed at marked distances in realistic wooded settings.

Weather permitting; the Club holds a shoot at the range on the second Sunday of the month. On the Wednesday prior to the club shoot weekend, the club has a monthly meeting. In addition, work parties are held on the Saturday before club shoots and an annual special event is well attended by archers throughout the state.

Archery was very popular back in the 1970’s and the District had considered many areas in and around Briones Regional Park as possible sites for an archery range, adding to site for the Redwood Bowman in Roberts Park and possibly a new range in Niles Canyon. Over the years, it seemed that the sport of archery was on the decline and there was no need to add another site in Alameda County. The current site of the archers range in Briones Regional Park was originally a temporary site as it was considered a possible venue for a District group camp development. However, the Camping Program Update approved by the District on July 15, 2014, determined that “Relocating the group use area to the nearby archery range site is not recommended as its usable area is relatively small, oaks would likely need to be removed, and the access road to it would require significant upgrading and permitting where it crosses Bear Creek.” Although a group camp may not work in this location, the Briones Archers Club is aware that the District has considered moving the range if there are alternate site plans in the future and they would like to be considered in the planning and development of the new location. This will be noted in their agreement.

A Special Use Agreement as the Club has had in the past with a current District standard of a 5-year term with a 5-year option to be agreed by both parties is recommended by staff. In addition, staff recommends the fee remain at \$1,200 per year for the use of the site within Briones Regional Park.

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**1:45 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Renee Patterson, Administrative Analyst II

**DATE:** March 19, 2015

**SUBJECT: Review of Montclair Swim Team Special Use Agreement:  
Roberts Regional Recreation Area**

The Montclair Swim Team is a local area team comprised of 50 youth swimmers who range in age from 7-12. The team has been in existence in the Oakland Hills area since 1960. The Montclair Swim Team's mission is to introduce interested and motivated children from Montclair and surrounding Oakland communities to the sport of competitive swimming; to teach them well and afford them opportunities to test their abilities in competition; to develop their individual potential and foster team spirit; and to prepare them for further pursuit of swimming elsewhere after age 12.

In 2006, the team moved from its long-time training facility at a private swim club to Roberts Regional Recreation Area Pool. This arrangement enables the swim team to maintain consistent training programs, provides additional coaching opportunities that permit swimmers to reach their full individual potential, and affords swimmers opportunities to test their abilities in competition.

Roberts Park and Pool is a popular swim site for school groups and individuals. The Montclair Swim Team is willing to modify their training schedule to accommodate all other uses of Roberts Pool during the school calendar year and has worked well with the Aquatics staff and the Park Supervisor.

The Montclair Swim Team is committed to providing a high-quality swimming program. Staffing the program with appropriately trained and certified personnel, including coaches and instructors, in order to conduct instruction and ensure water safety and other program elements will continue to be the responsibility of the Montclair Swim Team. Further, the Montclair Swim Team agrees to abide by the District's code of conduct, locker room protocols and other policies and procedures related to general safety.

The Montclair Swim Team will pay the Park District the same rate they have with past agreements, \$50 per hour, for exclusive hourly use of the Roberts pool with anticipated scheduling of pool use for the months of September, October, November and February through June. The District can expect revenue of approximately \$19,000 each year. Staff recommends the Board Operations Committee approve and recommend to the full Board a five-year agreement with the Montclair Swim Team for utilization of the Roberts Pool for swim team training.

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**2:00 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** Noah Dort, Administrative Analyst II  
**DATE:** March 19, 2015  
**SUBJECT:** **Review Sole Source Contract for Maintenance and Preservation of Merry-Go-Round: Tilden Regional Park**

The Tilden Merry-Go-Round was built in 1911 by the Hershell-Spillman Company of North Tonawanda, New York. It did duty in San Bernardino County, San Diego, and Griffith Park in Los Angeles before finding its current location in Berkeley since 1948.

In the 1970's, Red Bug Studio, run by Nina, Maurice, and Tobin Fraley, performed a restoration of the Tilden Merry-Go-Round figures. The current paint palette of the Tilden Merry-Go-Round's figures is the result of Nina Fraley creatively working within the budget and guidelines set by the District, and resulted in a look that is both unique among merry-go-rounds/carousels and very familiar to regular park patrons.

During the transition to a new concession operator in 2014, an assessment of the Tilden Merry-Go-Round's condition was performed by Hawk's Eye Studio, under the direction of Pam Hessey, assisted by Lise Liepman and Tim Racer. This condition assessment focused on the non-mechanical elements of the Tilden Merry-Go-Round, including the figures, rounding boards, interior panels, shields, and band organ exteriors.

Although the long term goal is to restore the Tilden Merry-Go-Round to the 1970's condition established by Nina Fraley, the process of restoration will require substantial time and funds to complete. The condition assessment by Hawk's Eye Studio in 2014 identified areas of the Tilden Merry-Go-Round where immediate attention is recommended to better preserve the figures for future restoration. Hawk's Eye Studio has submitted a proposal to perform these preservation measures on the identified areas of the Tilden Merry-Go-Round.

Staff recommends acceptance of the Hawk's Eye Studio proposal to be the foundation of a sole source contract for the near-term preservation of the Tilden Merry-Go-Round. Hawk's Eye Studio is uniquely qualified to perform this work due to their staff's experience and individual history with the Tilden Merry-Go-Round. Pam Hessey worked directly with Nina Fraley, and she has repaired and painted figures at the request of the previous Tilden Merry-Go-Round concession operator. Lise Liepman participated in the 1970's restoration with Nina Fraley.

Funding for this contract for services in the amount of \$47,477 is available in the Tilden Merry-Go-Round concessionaire's maintenance account, 101-0000-000-2356 current fund balance of \$82,530.

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