

AGENDA  
REGULAR MEETING  
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, December 6, 2016

C. BUSINESS BEFORE THE BOARD

7. BOARD COMMITTEE REPORTS

A. Operations (Thursday, September 15, 2016) \_\_\_\_\_ (Sutter)

Present

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

Staff: Jim O'Connor, Mimi Waluch, Mark Ragatz, Kelly Barrington, Denise Valentine, Renee Patterson, Noah Dort, Morgan Dill, Alicia Gonzales, Janet Gomes, Justin Neville, Elaine Deshaies, Anne Kassebaum

Guests: Judi Banks, Rick Rickard, Traci Roberts, Chet Roberts, Veena Roesler, Lindsey Caravelli, Brian Catalli, Kevin Shiffley

Location: Tilden Park Golf Course, Berkeley, CA

**Agenda Item 1: Update of Park Operations Parkland Unit: Tilden Regional Park Botanic Garden**

Botanic Gardener Michael Uhler has been responsible for the Regional Parks Botanic Garden's Sierra section for eleven years. A detailed overview of the collection of plants, the process of collection and the collaboration between staff and the National Park Service on the collection of rare plant species in the California mountains was presented to the Committee through a PowerPoint presentation.

Botanic Garden Manager Bart O'Brien stated there are tar weed in the gardens and they bloom when nothing else is in flower. They have a nice fragrance with yellow flowers which attract native bees. O'Brien commented that the Botanic Garden grows approximately 200 rare and endangered species in the District collections. Some from District parklands and some out of state.

Director Sutter inquired if the buckwheat would be brought into the garden. O'Brien stated it is a federally listed plant and would require special permits. Sutter inquired on the steps to official record collections made. O'Brien replied he has a permit that allows him to collect Federal A listed plants.

**Agenda Item 2: Update Audubon Certification and Driving Range Project: Tilden Regional Park**

Business Services Manager Mimi Waluch introduced Tilden Golf Course General Manager Brian Gatalli and Superintendent Kevin Schiffly, both of whom are employed by the American Golf

Corporation. Gatalli provided a detailed overview of changes made at the golf course, as a result of the drought. The PowerPoint presentation included before and after photos of the areas where the decision was made to stop mowing. In collaboration with the District's Integrated Pest Management program, a 50% reduction of pesticides has been achieved, no more insecticides are used on the course, reduced the herbicides to a lower risk, and no phosphorous. One hundred percent time-release nitrogen is being used.

Sutter inquired if water from East Bay Municipal Utility District is used at the golf course. Schiffly replied yes. Pottable and recycled water kills Redwood trees which is why it is not used.

Gatalli provided updates on the following projects: Bunker Renovation; Parking Lot, Building and Drainage Rehabilitation; and Golf Course Turf.

He mentioned that Audubon Community Outreach was reached through the Valentine's Day Newt Walk event. The last point on capital project in the range which will cost between \$600-\$1,000,000. It was originally done in 1998 with artificial turf. The paperwork was completed to install grass but once the drought hit the project was put on hold and other avenues are being researched.

Sutter inquired on how does the course do generally, and how many users does the course attract. Schiffly reported that 2015 was the largest year with 22,000 rounds. The 2016 numbers are slightly off due to weather. The golf course is in its best shape that it's ever been.

Assistant General Manager Jim O'Connor inquired if foot golf or extending into night programs has ever been considered. Gatalli replied foot golf was looked at a couple of years ago and the way the course lays out there is not enough space and due to safety concerns it was decided not to consider the option.

### **Review of the Results of the Concession Request For Proposal (RFP): Shadow Cliffs Regional Recreation Area**

Administrative Analyst II Renee Patterson began by providing a brief history of the concession and RFP process. The concession contains a snack and novelties building, bait store, and boat rentals that include row boats, electric motor boats, and paddle boats. The RFP was announced on June 21, 2016, which resulted in a submittal from operators Pyramid Enterprises, Inc. dba. Rocky Mountain Recreation Company (Rocky Mountain) and Sycamore Concessions Corporation (SCC). Following a staff review, it was determined that SCC's submittal was non-responsive to the conditions of the RFP and therefore recommends Rocky Mountain Recreation Company. Patterson explained the evaluation process for the basis of the award.

Siden inquired on the current operator. Patterson replied Rocky Mountain and introduced operators Chett Roberts and Tracy Roberts to the Committee.

Siden questioned the how the Concession Maintenance Fund (CMF) figures are calculated. Waluch replied it depends on the facility. If the facility is coming to the end of its useful life, as we start to turn over the concessions we're building the CMF so at the end of the contract we do not have to close or refurbish a whole facility. For the past few years additional funds have been added to the facility CMF funds with a reduction to the General Fund. The General Fund has not been affected by this change.

Sutter inquired if there is a proposed list of Capital Projects that would be funded by the CMF. Patterson replied not for Shadow Cliffs.

Siden move approve and recommend to the full Board the staff recommendation for a concession agreement with Rocky Mountain Recreation Company for an initial three-year term and, at District's sole discretion, an extension of the term for an additional seven years. The District can expect annual concession fee revenue of \$4,500 (3% of gross sales) and an average of \$9,000 (6% of gross sales) will be set aside in a site-specific concession maintenance fund each year. Wieskamp seconded. The motion passed unanimously.

### **Agenda Item 3: Review of the Results of the Concession Request for Proposal (RFP): Ardenwood Historic Farm**

Business Services Manager Mimi Waluch provided an overview and history of the concession at Ardenwood. Items reviewed included the Farmyard Café, Deer Park picnic area, wedding facility and the pool site. Staff issued an RFP on June 21, 2016 for the snack bar, reservable picnic area, and the wedding facility. Three submittals were received from the following prospective operators: 1) Sycamore Concessions Corporation 2) Wedgewood Wedgewood Wedding and Banquet Center, and 3) Palmdale Estates Events. Staff conducted interviews with all three agencies and after careful consideration, staff is recommending that the Board Operations Committee approve and recommend to the full Board the selection of Palmdale Estates Events as the concessionaire for the snack bar and reservable picnic and wedding facility at Ardenwood Historic Farm. The award of the RFP is based on the evaluation of Palm Estates Events ability to reach the following: Standard level of revenue, quality and quantity of service, availability of funds for running the facility, proposed enhancement plan for services and evidence of ability to accomplish these objectives.

Staff further recommends an initial three-year term and, at the District's sole discretion, an extension of the term for an additional three years. The District can expect annual average concession fee revenue of \$7,500 or 5% of gross sales and an annual average of \$15,000 or 10% of gross sales for the concession maintenance fund (CMF) to be set aside for site-specific maintenance projects.

Waluch introduced Vina Ros and General Manager Lindsey Caravelli with Palmdale Estate Events. Currently Palmdale Estate Events are one of the District approved caterers.

Sutter sought explanation on the proposed three year term, as opposed to other concessions terms. Waluch stated this is a different venue that hasn't been fully exposed for four to five years. This is the opportunity for this new concession to come in and fulfill the District expectations and build their business, which will take up to three years.

Sutter inquired on the cost of funds spent for improvements. Waluch replied approximately \$5,000 with the restrooms behind the pool side area has been brought up to ADA, the irrigation at Deer Park and replacements of some tables and chairs. Funds spent came out of the Concession Maintenance Funds.

Wieskamp inquired on the condition of the Farmyard Café. Waluch replied it is currently up to code with changes to be made by the new concessionaire. After the previous long term contract ended, staff was able to clear out the storage and completed debris removal.

Southeast Regional Services Manager Ira Bletz provided an update on improvements made to the pool site.

Wieskamp moved to approve and recommend to the full Board the staff recommendation of an initial three-year term and at the District's sole discretion, an extension of the term for an additional three years. The District can expect annual average concession fee revenue of \$7,500 or 5% of gross sales and an annual average of \$15,000 or 10% of gross sales for the concession maintenance fund to be set aside for site specific maintenance projects. Siden seconded. The motion passed unanimously.

#### **Agenda Item 4: Review of the Results of the Concession RFP: Del Valle Regional Park**

Administrative Analyst II Renee Patterson provided through a PowerPoint presentation an detailed overview, photos, and visual walk-thru of the concession at Del Valle Regional Park.

Patterson recounted on June 21, 2016, the District announced a Request for Proposals (RFP) for the Del Valle Food and Marina Concession (Concession). The concession includes a snack bar and novelties concession at the east side swim beach area, a camp store in the campground, a bait store that includes snacks as well as contract processing for the boat rentals and the boat rental marina. Two submittals were received from the following prospective operators: 1) Pyramid Enterprises, Inc. dba. Rocky Mountain Recreation (RMRC), which is the current concessionaire, and 2) Urban Park Concessionaires (UPC).

After initial screening and review, staff conducted interviews with both proposers. After consideration, District staff is recommending that the Board Operations Committee approve and recommend to the full Board the selection of RMRC as the concessionaire. The basis of the award is centered on the evaluation of RMRC's working relationship with District staff, ability to reach a standard level of revenue, proven quality and quantity of service, their numerous years in business, availability of funds for running the facility, the proposed enhancement plan for services, and the evidence of ability to accomplish these objectives.

Wieskamp inquired if the District has approximate costs for expansion and changes. Patterson replied approximately \$36,000. The new concession sought to add benches, however, the District does not allow furniture to be purchased. Wieskamp inquired if the District should allow for more benches at the site proposed by the concessionaire. Park Supervisor Shelly Miller explained in that particular location, there is seasonal ramp that was previously moved in and out that is now permanently occupying that space.

Sutter inquired on how the potential campstore expansion is being accomplished. Patterson indicated the first step is to determine and evaluate to see if there is room to expand the structure. The project would be funded through the Concession Maintenance Fund and follow the District structure process.

Sutter inquired on the request made by RMRC for a mobile food service. Chet explained they looked at a number of options and have the need for a commissary. A food truck is not a commissary. First we need to look at the use patterns and the need for hot foods.

Siden inquired if life jackets are provided on the west side. O'Connor replied the lifeguards supply life jackets.

Siden moved to approve and recommend to the full Board the staff recommendation of an agreement with an initial three-year term and, at the District's sole discretion, an extension of the term for an additional seven years. The District can expect a concession fee of 3% of gross sales (\$42,706) and 14% of gross sales for the concession maintenance fund (CMF) (\$85,760) to be set aside for site-specific maintenance, replenishment of equipment, and special projects.

### **Agenda Item 5: Open Forum for Public Comments**

Kelly Abreu commented on the closure of Vargas Plateau stating while the closure is currently in place in order so work can be completed to provide safer roads for motorists, he urged the District and the City of Fremont to open the park for non-motorized vehicles, pedestrians and equestrians. Abreu also suggested that drinking water should be made available to park users at Vargas Plateau.

### **Agenda Item 6: AGM Comments**

O'Connor provided the following updates:

- Chief of Park Operations is retiring this year. The recruitment posting closed on Monday, September 12, 2016.
- Blue-Green algae - All swim areas opened. There is a significant toxic bloom at Big Break and signs have been posted.
- Parking Permit Program - staff is continuing to work in collaboration with the City of Fremont. The grace period for parking warnings is from October 1 to November 1, 2016.
- Recreation Supervisor Colleen Massey is resigning from the District. Her last day is September 9, 2016.
- Two new Trades Supervisors will start in mid-September. John Leandro at the Tilden Corporation Yard and Leticia Niles at the South County Corporation Yard.
- California Park and Recreation Services (CPRS) published an article on the District's Teen Eco Action program.

### **Agenda Item 7: Board Comments**

Wieskamp thanked staff for inviting the caterers to the meeting today.

Siden commended Waluch for recognizing another audience that we can provide service for. Siden commented that he attended the Golden Gate Live Streamers 80<sup>th</sup> Anniversary dinner, and a member inquired about Waluch and stated she was nice to work with on contracts.

Sutter commented that what we are offering the schools is really outstanding and commended on cooperation with other agencies. Sutter mentioned he will miss Chief of Park Operations Mark Ragatz.

Director Sutter adjourned the meeting at 2:19 p.m. and a tour of the golf course commenced for the Committee members.

Respectfully submitted:  
/s/ Denise Valentine  
Executive Secretary