

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, November 1, 2016

C. BUSINESS BEFORE THE BOARD

6. BOARD COMMITTEE REPORTS

b. Operations (Thursday, August 18, 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, Mark Hawks, Stella Davis, Aaliyah, Deborah Zierten, Judi Martin

Agenda Item 1: Review of Approved Caterers List: District's Reservable Facilities

Business Services Manager Mimi Waluch presented staff recommendations for approval for the next term of the contract of fourteen existing and three new caterers. Waluch provided a brief overview on the evaluation process of the caterers for the District Reservable Facilities.

The following caterers were in attendance and provided food samples to the Committee and meeting attendees. Café Soleil, Blue Heron and Jasmine Catering.

Director Wieskamp inquired if there have been any issues with the existing caterers. Waluch replied no.

Director Siden questioned how the existing caterers are evaluated. Waluch responded that surveys are conducted after every event, staff interviews are conducted at the facilities, and revenue of the caterers is checked. Siden inquired if the caterers have access to the submitted evaluations. Acting Facilities Supervisor Elaine Deshaies stated there is an annual meeting held in the spring that the caterers attend to review the evaluations. A meeting has not occurred this year while the Facilities Supervisor role is in transition.

Director Sutter inquired if complaints are received on the food prepared by the caterers. Deshaies stated the types of complaints that are received are usually regarding taste of food and that information is passed on to the caterers.

Siden inquired on the type or category of caterer to be added. Waluch replied that staff is looking for caterers who are local, who can serve mid-week business functions, and have a diverse menu selection.

Sutter inquired on catering at the golf courses. Waluch stated both Tilden Golf Course and Redwood Canyon Golf Course have their own catering services.

Sutter questioned to what extent is the Brazilian Room self-supported. Waluch stated staff is currently in the process of evaluating all the concessions as to reference of repairs, staff time, and revenue received at all concessions. The report is not yet complete.

Sutter called a break to partake of the food samples prepared by the caterers.

Wieskamp moved to approve and recommend to the full Board a one-year concession agreement, with four additional one-year option periods, to provide catering services on a non-exclusive basis to parties that rent the District's Reservable Facilities. There is no cost to the District for this action. The District can expect revenue of up to \$92,000 annually, representing concession fees, maintenance fund fees, and promotional fees based on total gross monthly food and beverage sales derived from catering services at the District's Reservable Facilities. Please see the following breakdown of percentage of fees per category. Siden seconded. The motion passed unanimously.

Agenda Item 2: Update Save the Redwoods League Collaboration: Interpretive & Recreation Northwest Region

Northwest Regional Services Manager Dave Zuckermann provided a brief overview to the Committee on the Save the Redwoods League Collaboration.

Crab Cove Naturalist Morgan Dill and Save the Redwoods Education and Interpretive Manager Deborah Zierten provided a PowerPoint presentation which highlighted the outreach program partnership, primarily serving schools in the Tidewater Service Area. The program takes place in Roberts and Redwood Regional Parks, as well as the Crab Cove Visitor Center. The following programs were provided as part of the collaboration: Exploring Your Watershed: From the Redwoods to the Bay for 100 fourth grade students, Phenology in the Redwoods for 196 sixth and seventh grade students; and Redwoods and Climate Change for 1,500 ninth grade students.

Sutter inquired on the relationship with Oakland schools and if Oakland schools provide field trips for the students in environmental education. Zierten responded that it is determined site by site, with funding being a factor.

Siden questioned how the program was initiated. Zierten replied that a few years ago she saw Supervising Naturalist Sharol Nelson-Embry at an event and stated they should partner together. They both started by reviewing high school field trip curriculums, which led to reaching out to high school, junior high and elementary school students.

Wieskamp questioned if the Tidewater Outreach Area is just in Oakland. Zierten replied it is a mile and a half radius from the Tidewater Boating Center and is primarily east Oakland.

Sutter indicated there are certain state and local standards for outdoor education and science objectives that are supposed to be achieved and asked how do the programs fit into these standards? Zierten stated the program curriculum is tailored and created to ensure students achieve some of those standards. Sutter inquired about kids who have enough training teaching other

kids. Ziarten commented that is not presently included in our program. Part of the aspect of the elementary program is that we have a watershed backed program, where during the activity students are teaching watershed facts to each other.

Agenda Item 3: Review Skyline Ranch Equestrian Concession Request For Proposal (RFP): Anthony Chabot Regional Park

Agenda Item 4: Review Piedmont Stable and Redwood Arena Concession Request for Proposal (RFP): Redwood Regional Park

Administrative Analyst Renee Patterson provided a review and PowerPoint presentation of the recent equestrian concession RFP releases for Skyline Ranch, Piedmont Stable and Redwood Arena. Topics covered for items 3 and 4 included the concession location and brief background, the RFP process, staff recommendation, revenue review and projection, facility and future improvements; and basis of the award.

Sutter inquired on the substantial projected revenue increase from 2015-2017. Judi Martin commented that the 2017 figures reflect increases in boarding fees, additional programs, and staff. Sutter questioned if the increases have been approved by the Committee. Martin replied not as of yet and explained that the requested increase of \$20 is for boarding only and not lessons or public programs. She added that they anticipate increasing the number of participants by creating more programs.

Siden inquired on the creation of a non-profit organization. Martin mentioned it is something new and something she has been wanting to do for a while. If an umbrella was installed over the outside area, then we believe there would be a boost in revenue and added value to the property. This would allow charging more for boarding.

Sutter questioned if there is an option at the end of the proposed 3-year concession agreement before granting the one additional 7-year period. Patterson replied yes. All concessions are written at the District's discretion.

Wieskamp inquired on the cost of an umbrella to cover the arena. Martin replied it could cost \$500,000 for a metal roof.

Siden moved to approve and recommend to the full Board the staff recommendation for a 3-year concession agreement with one additional 7-year period to manage and operate the Equestrian Center Concession for Anthony Chabot Regional Park. The District can expect revenue of up to \$10,350 annually, representing 3% of total gross monthly receipts derived from a combination of horse boarding, lessons, and day camps. In addition, up to \$24,150 annually, or 7% of total gross monthly receipts will be set aside in a site-specific Concession Maintenance Fund. There will be no cost to the District for this action except for any unknown maintenance. Wieskamp seconded. The item passed unanimously.

Wieskamp moved to approve and recommend to the full Board the staff recommendation for a 3-year concession agreement with one additional 7-year period to manage and operate the Equestrian Center Concession for Redwood Regional Park. The District can expect revenue of up to \$6,390 annually, representing 3% of total gross monthly receipts derived from a combination of horse boarding, lessons and day camps. In addition, up to \$14,910 annually, or 7% of total gross monthly receipts, will be set aside in a site-specific Concession Maintenance Fund. There will be no cost to the District for this

action except for any unknown maintenance or repairs to the property not covered by the concessionaire or the Concession Maintenance Fund. Siden seconded. The item passed unanimously.

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.
- Blue-Green algae update. 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 80th 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.

Respectfully submitted:
/s/ Denise Valentine
Executive Secretary