

12:30 p.m. Item

TO: Board Operations Committee

FROM: Mimi Waluch, Business Services Manager

DATE: January 21, 2016

**SUBJECT: Discussion of Special Event Expansion Proposal Two Day Town:
Del Valle Regional Park**

Business Services Manager Mimi Waluch will lead a discussion on the special event of the Two Day Town at Del Valle Regional Park. This “Family Camping and Community Music Weekend” has occurred on the last weekend in April at the west-side of Lake Del Valle for over twenty years. Two Day Town uses all volunteer performers and staff; and all event participants practice the “Leave No Trace” philosophy.

As part of the special event agreement, attendees are allowed to pitch tents on the west-side lawn and camp in RV’s in the parking lot, which is not normally permitted. Some festival attendees choose to reserve space in the family campground, in lieu of using the west-side lawn; however, the campground is not currently part of the special event agreement. Two Day Town pays for a special event permit, reservation fees and staffing for Public Safety (overnight security) and EBRPD Lifeguards.

Two Day Town has drawn over 1,300 participants a year over the last several years. The west-side parking lot fills up quickly and approximately 300 cars park on the road that runs from the west-side to the main park entrance. A shuttle brings campers and their gear to the festival area. Two Day Town Inc. would like to increase the attendance while finding a way to have less cars parked on the road.

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1:00 p.m. Item

TO: Board Operations Committee
FROM: Christina Garcia, Naturalist
DATE: January 21, 2016
**SUBJECT: Update Monarch Butterflies:
Ardenwood Historic Farm**

Naturalist Christina Garcia will provide an update on the Monarch butterflies at Ardenwood Historic Farm. Several hundred to a few thousand Monarch butterflies arrive at the farm each fall to overwinter in the Eucalyptus forest. Naturalists lead school programs and weekend tours to interpret this unique and awe-inspiring natural phenomenon for thousands of visitors each season, including over 1,600 people on New Year's Day this year.

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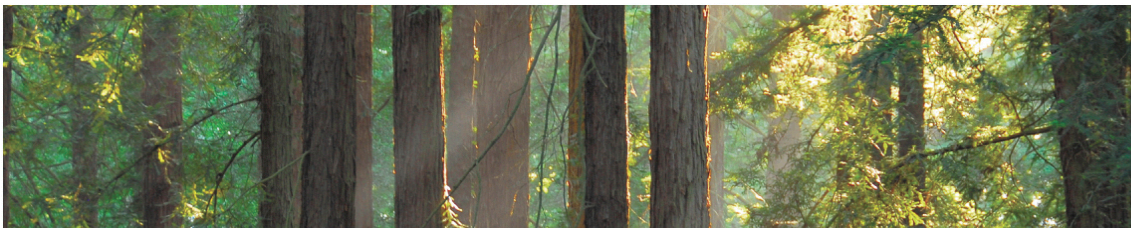
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1:30 p.m. Item

TO: Board Operations Committee
FROM: Renee Patterson, Administrative Analyst II
DATE: January 21, 2016
SUBJECT: **Review of Golden State Model Railroad Museum Special Use Agreement
Second Term: Miller-Knox Regional Shoreline**

The Golden State Model Railroad Museum (Museum) is a non-profit Club with a 501(c)(3) public benefit corporation that has operated their Museum at Miller-Knox Regional Shoreline for over 25 years. The Museum has highly-detailed model train layouts that represent prototypical scenery in Northern and Central California. The Club runs both freight and passenger trains typical of the steam era through modern day diesels. The three main modeling scales are O scale (1:48), HO scale (1:87) and N scale (1:160). The Club runs trains every Sunday, April through December, from noon to 5pm. The Museum is also open on Wednesdays (11 a.m. - 3 p.m.) and Saturdays (noon to 5 p.m.) for viewing the displays.

The Museum occupies about half the Miller-Knox Service Building and shares a portion of the Service Yard as well. The District maintains the exterior of the building, the heating and air conditioning unit, and the alarm system. The Club pays for utilities and maintains the interior of the building.

A new Museum Agreement was executed in January 2012 and the first term ends in December 2016. The District has sole discretion to terminate at any time with twelve months' notice, and the Museum has a conditional right to renew the agreement for a second term with written twelve months' notice prior to the expiration of the term. The Museum has notified the District that they would like to renew the agreement for the second term beginning January 1, 2017.

Staff recommends authorizing the second term of the Special Use Agreement with the Museum, which will allow its members the exclusive use of a portion of the Service Building in Miller-Knox Regional Shoreline in order to operate the Museum for the enjoyment of the general public. The Agreement's second term commences on January 1, 2017 and expires on December 31, 2021. The District will receive \$1,700 for the license, beginning January 1, 2017, with an annual increase of \$50 up to \$2,000 annually. There is no cost to the District.

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2:00 p.m. Item

TO: Board Operations Committee

FROM: Alicia Gonzales, Management Analyst

DATE: January 21, 2016

SUBJECT: 2016 Committee Work Plan Review

Staff has developed and made available the draft 2016 Board Operations Committee Work Plan for review and comment. The Draft Work Plan was presented at the Committee’s last meeting of 2015 and since that date suggested changes and additional staff recommendations have been incorporated into the Draft Work Plan.

Item Description	Staff
Policy Reviews and Recommendations	
1. Ordinance 38 (biennial review)	(Love)
2. 2017 Consolidated Fee Schedule	(Dort)
3. Communication Site Policy	(Waluch)

Concessionaire and Special Use Agreement Reviews and Recommendations

4. Anthony Chabot Regional Park Marksmanship Range Concession Agreement	(Waluch)
5. Anthony Chabot Regional Park Skyline Ranch Equestrian Stables Concession RFP	(Waluch)
6. Ardenwood Historic Farm Wedding, Picnic, and Special Event Concession RFP	(Waluch)
7. Ardenwood Historic Farm Blacksmith Concession RFP	(Waluch)
8. Briones Regional Park Girl Scouts Campground Use Agreement	(Waluch)
9. Contra Loma Regional Park Swim Lagoon Food Concession RFP	(Waluch)
10. Crown Beach Regional Shoreline Boardsailing Concession RFP	(Waluch)
11. Del Valle Regional Park Marina, Camp Store, and Food Concession RFP	(Waluch)
12. Del Valle Regional Park Newfoundland Club of Northern CA Use Agreement	(Waluch)
13. Diablo Foothills Regional Park North Peak Equestrian Use Agreement	(Waluch)
14. District-wide Vending Machine Concession RFP	(Waluch)
15. Dumbarton Quarry Regional Recreation Area Campground Concession RFP	(Waluch)
16. District-wide Reservable Facilities Approved Caterers Concession RFP	(Waluch)
17. Lake Chabot Redwood Canyon Public Golf Course Concession RFP	(Waluch)
18. Las Trampas Regional Wilderness Equestrian Stables Concession RFP	(Waluch)
19. Martin Luther King Regional Shoreline Flexi-Van Leasing, Inc. Use Agreement	(Waluch)

Item	Description	Staff
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Concessionaire and Special Use Agreement Reviews and Recommendations (continued)

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| 1. Miller/Knox Regional Shoreline Golden State Model Railroad Use Agreement | (Waluch) |
| 2. Redwood Regional Park Redwood Bowl Equestrian Arena Use Agreement RFP | (Waluch) |
| 3. Redwood Regional Park Piedmont Equestrian Stables Concession RFP | (Waluch) |
| 4. Shadow Cliffs Regional Recreation Area Food and Marina Concession RFP | (Waluch) |
| 5. Tilden Regional Park Lake Anza Food Concession RFP | (Waluch) |
| 6. Tilden Regional Park Vollmer Peak (5) Communication Site Agreements:
Contra Costa County, EBMUD, State of CA, CA Highway Patrol, BART | (Waluch) |

Informational Reports and Discussion Topics

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|---|--------------|
| 7. 2016 Board Operations Committee Draft Work Plan Review | (Gonzales) |
| 8. 2016 Board Operations Committee Work Plan Year-end Final | (Gonzales) |
| 9. 2017 Board Operations Committee Draft Work Plan Review | (Gonzales) |
| 10. Business Service Unit Update | (Waluch) |
| 11. Camp Arroyo Facility Update | (Deshaies) |
| 12. Civicorps Schools Youth Employment Services Contract Update | (Patterson) |
| 13. Coyote Hills Regional Park Patterson Property Trail System Update | (Ragatz) |
| 14. Del Valle Regional Park Watersports Concession Update | (Patterson) |
| 15. District-wide Reservable Facilities Update | (Deshaies) |
| 16. District-wide Residence Program Update | (Dort) |
| 17. Dumbarton Quarry Regional Recreation Area Campground Project Update | (Ragatz) |
| 18. Interpretive and Recreation Services Chief Update | (Kassebaum) |
| 19. Interpretive and Recreation Services Northwest Region Update | (Zuckermann) |
| 20. Interpretive and Recreation Services Southeast Region Update | (Bletz) |
| 21. Maintenance and Skilled Trades Chief Update | (Barrington) |
| 22. Maintenance Contracts & Encroachment Permits Update | (Brawner) |
| 23. Maintenance Superintendent Update | (LeBow) |
| 24. Mission Peak Regional Preserve Stanford Avenue Curfew Pilot Program Update | (Gonzales) |
| 25. Monarch Butterflies Presentation | (Garcia) |
| 26. Park Operations Chief Update | (Ragatz) |
| 27. Park Operations Delta Unit Update | (Cunning) |
| 28. Park Operations Interpretive Parklands Unit Update | (Noonan) |
| 29. Park Operations Lakes Unit Update | (Manley) |
| 30. Park Operations Parkland Unit Update | (Sykes) |
| 31. Park Operations Recreation Areas Unit Update | (Stoneham) |
| 32. Park Operations Shoreline Unit Update | (Takei) |
| 33. Reservations Department Update | (Suzuki) |
| 34. Tilden Regional Park Merry-Go-Round Concession Update | (Dort) |
| 35. Tilden Regional Park Golf Course Audubon International Management Practices | (Ragatz) |
| 36. Glamping and Convenience Camping | (O'Connor) |
| 37. Concession Cost Study 1 st Review | (Gonzales) |
| 38. Concession Cost Study 2 nd Review | (Gonzales) |
| 39. District-wide Oral History Program Update | (Bletz) |
| 40. Del Valle Regional Park Special Events Proposal Two Day Town | (Waluch) |

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