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BOARD OPERATIONS COMMITTEE
Thursday, January 21, 2010 – 2:00 p.m.
Peralta Oaks – Board Room

The following agenda items are listed for Committee consideration. In accordance with the Board Operating Guidelines, no official action of the Board will be taken at this meeting; rather, the Committee's purpose shall be to review the listed items and to consider developing recommendations to the Board of Directors.

AGENDA

<u>Status</u>	<u>Time</u>	<u>Item</u>	<u>Staff</u>
(R)	2:00	1. Review of Special Event Permit for the School of the Renaissance Soldier: Briones Regional Park	(Margulici)
(R)	2:20	2. Renewal of Rental Agreement for Contra Costa Trails and Alternative Work Program Service Yard Facilities	(Patterson/Waluch)
(D)	2:40	3. 2010 Committee Draft Work Plan Review	(Waluch/Escobar)
	3:10	4. Public Comments	
	3:15	5. Staff Comments	
	3:20	6. Adjourn	

Status

- (R) Recommendation
- (I) Information
- (D) Discussion

Board Operations Committee Members

Beverly Lane, Chair; Doug Siden; Whitney Dotson;
 Carol Severin (Alternate); John Escobar (Staff Coordinator)

Next Meeting

February 18, 2010

Distribution/Agenda Only

Board of Directors
 Mike Anderson
 Chief Tim Anderson
 Dave Collins
 Bob Doyle
 David Dubowy
 Neal Fujita
 Carol Johnson
 Lt. Jon King
 Lt. Wayne Morimoto

Erich Pfuehler
 Ted Radosevich
 Operations Mgrs./Sups.
 Afton Crooks
 Robert Herrick
 Michael Kelley
 Peter Rauch
 Andy Schanks
 Robert Wills

Distribution/Full Packet

Board Committee
 Pat O'Brien
 John Escobar
 Jack Kenny
 Rick Parmer
 Renee Patterson
 Anne Scheer
 Cinde Rubaloff
 Clerk of the Board

Mimi Waluch
 Amy Coulter
 L.2428/Kalahahele/Surges
 Police Assoc./Davis
 Kelly Barrington
 Glenn Kirby/PAC
 Jerry Kent
 Norman LaForce
 Judi Bank/PAC

Board of Directors

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2:00 p.m. Item

To: Board Operations Committee

From: Tiffany Margulici, Reservations Supervisor

Date: January 21, 2010

Subject: **Review of Special Event Permit for the School of the Renaissance Soldier:
Briones Regional Park**

The School of the Renaissance Soldier (SRS) was established in 2005 as a way to provide comprehensive training and a satisfying full immersion experience to those persons reenacting or studying 16th/17th century military history. The SRS is sponsored by Actions Past, LLC, a limited liability company established for the express purpose of conducting and sponsoring living history events.

This three-day event will include reenactment of both combat and domestic situations from the 16th/17th century for a maximum of 130 participants. Participants dress in authentic period costume, use historically correct tents, camp furniture and cooking equipment, and remain “in-character” for the duration of the event. Reservations, Operations and Public Safety staff have received a completed special events application and have had several conversations with the SRS event organizer, Patrick Gaul. Mr. Gaul has provided an extensive event plan, which covers logistics, safety, emergency procedures and a daily schedule. They plan to have one registered nurse and an EMT onsite. This is the first time SRS has requested a special event permit from the District.

The event will be staged at the Homestead Valley Group Camp in Briones Regional Park. Most activities will be within the Group Camp, although surrounding areas may also be used upon approval of the Park Supervisor, and appropriate coordination with the Briones Archers. Friday, April 15, will be dedicated to camp layout, event registration and informal workshops. On Saturday and Sunday, April 16-17, there will be a variety of reenactment activities including military drills and simulated combat. Camp will be broken down by 3:30 p.m. on Sunday. Mr. Gaul and the organizing committee will stay an extra night to make sure clean-up is completed.

Due to the use of weapons at this event, Board approval is required. SRS uses mock “pikes,” which are 16-foot long closet rods with the tips painted to look like metal. They also use black powder muskets, with no ball or other projectiles. Mr. Gaul reports that depending on how the muskets are loaded, they can be heard from less than 100 yards away. Lastly, participants carry swords with blunted tips that are not used in the

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mock combats. Ordinance 38, section 403.2, says the Board may make an exception to the ban on firearms specifically for the purpose of rifle and/or pistol shooting. The *Civil War Days* at Ardenwood has used weapons for similar educational purposes in the past.

SRS charges \$40/person (\$35/person early registration) to participate in the weekend's activities. Depending on final registration numbers, SRS will gross \$4,000-\$5,200. SRS uses these fees to cover the cost of the event including extra toilets, firewood and other supplies. The proposed fees to be paid to the Park District are \$3/person for the rental of Homestead Valley and a \$250 special event permit fee. No staff overtime is anticipated. Other park users will be notified of the event by temporary informational signing produced by SRS. While event participation is only open to members of SRS, members of the public will be welcome to stop by and observe the activities.

Staff recommends that the School of the Renaissance Soldier (SRS) be permitted to conduct their reenactment at Briones Regional Park on April 16-18, 2010. Homestead Valley is a relatively remote location of the park, and is rarely used for camping due to lack of amenities. Staff will monitor the management of the event and conduct a review after its completion.

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2:20 p.m. Item

TO: Board Operations Committee

FROM: Renée Patterson, Administrative Analyst II

DATE: January 21, 2010

SUBJECT: Renewal of Rental Agreement for Contra Costa Trails and Alternative Work Program Service Yard Facility

The Contra Costa Trails and the Contra Costa County Alternative Work Program staff have rented this service yard facility from Hoffman Plastering since 1996. Other sites have been investigated for purchase or long-term lease, but this rental space remains the most cost effective alternative. Staff is requesting that the Committee recommend continuing the current month-to-month lease agreement for one year with two (2) one-year options while staff searches for a better service yard location or until a more appropriate site can be purchased. The monthly rent will not increase in 2010. However, the rent will increase \$100 per month in 2011, and an additional \$100 per month in 2012.

A Committee recommendation and full Board approval is necessary to approve this action and will also allow expenditure of the budgeted funds for this purpose since the total rent exceeds \$25,000. The total cost of this rental will be expended from the budget for Contra Costa Trails, Account 220-5171-651-6731 for \$47,400 annually for 2010, \$48,600 annually for 2011, and \$49,800 annually for 2012.

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2:40 p.m. Item

TO: Board Operations Committee
FROM: John Escobar, AGM of Operations
DATE: January 21, 2010
SUBJECT: 2010 Board Operations Committee Draft Work Plan Review

Staff has developed the following 2010 Board Operations Committee Work Plan for Committee member review and comment. This draft Work Plan was reviewed by the outgoing Board Operations Committee at their last meeting of 2009. Staff will incorporate all suggested changes into the 2010 Work Plan for review and final approval.

Item	Description	Staff
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Policy Reviews and Recommendations

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|----|-----------------------------------|------------------|
| 1. | Review District Residence Policy | (Waluch/Escobar) |
| 2. | Fees and Charges (Annual) | (Waluch) |
| 3. | Review Ordinance 38 (Annual) | (Ruppenthal) |
| 4. | Review Communications Site Policy | (Staff) |

Concessionaire and Special Use Agreement Reviews and Recommendations

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| 5. | Ardenwood City of Fremont Master Agreement | (Waluch) |
| 6. | Ardenwood Food Service Concession RFP | (Waluch) |
| 7. | Ardenwood Joe Perry Farms Concession | (Waluch) |
| 8. | Ardenwood SPCRR Concession | (Waluch) |
| 9. | Ardenwood Scott Thomas Blacksmith Concession | (Waluch) |
| 10. | Ardenwood Bee Cultivation Special Use Agreement | (Waluch) |
| 11. | Big Break Caretaker Services RFP | (Waluch) |
| 12. | Brooks Island Caretaker Services RFP | (Waluch) |
| 13. | Carquinez Communication Site: Velocitas Wireless | (Waluch) |
| 14. | Castle Rock Arabians Special Use Agreement | (Waluch) |
| 15. | Contra Loma Food Concession RFP | (Waluch) |
| 16. | Contra Costa Trails and Alternative Work Program Service Yard Agreement | (Waluch) |
| 17. | Crown Beach Windsurf Concession RFP | (Waluch) |

2010 Board Operations Committee Draft Work Plan Review

Concessionaire and Special Use Agreement Reviews and Recommendations (continued)

18. District Wide Vending Machine RFP (Waluch)
19. Redwood Bowmen Special Use Agreement (Waluch)
20. Roberts Pool Montclair Swim Team Special Use Agreement (Waluch)
21. Shadow Cliffs Food and Marina Concession RFP (Waluch)
22. Shadow Cliffs Open Water Swim Club – ORCAS (Waluch)
23. Shadow Cliffs Open Water Swim Club – SOWAT (Waluch)
24. Sunol Equestrian Rental Concession (Waluch)
25. Tilden Lake Anza Food Concession RFP (Waluch)
26. Tilden Seasonal Pony Ride RFP (Waluch)
27. Tilden Vollmer Peak Communication Site: BART (Waluch)
28. Tilden Vollmer Peak Communication Site: CA Dept. of Transportation (Waluch)
29. Tilden Vollmer Peak Communication Site: CA Highway Patrol (Waluch)
30. Tilden Vollmer Peak Communication Site: Contra Costa County (Waluch)
31. Tilden Vollmer Peak Communication Site: EBMUD (Waluch)
32. Vasco Caves Caretaker Services RFP (Waluch)

Informational Reports and Discussion Topics

32. ADA Program Plan Update (Goodenow/Radosevich)
33. Docent Program Update (Parmer/Kaiser)
34. Review Concessionaire Maintenance Fund Program (Waluch)
35. Disaster Preparedness Update (Moss)
36. Revenue Manual Procedures for Consideration of New Special Uses (Waluch)
37. Service Yard/Park Office Facility Study Update (Scheer)
38. Mobile Visitor Exhibits Update (Parmer/Kaiser)
39. 2010 Board Operations Committee Work Plan Review (Chiefs/Escobar)
40. 2011 Board Operations Committee Draft Work Plan (Chiefs/Escobar)
41. Paving Program Update (Scheer)
42. Camping Plan Annual Update (Kenny)