

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, May 16, 2017

C. BUSINESS BEFORE THE BOARD

7. BOARD COMMITTEE REPORTS

b. Operations (Thursday, March 23, 2017) (Waespi)

Present

Board: Directors Dee Rosario (Chair), Ellen Corbett, Beverly Lane (Alt)

Staff: Jim O'Connor, Renee Patterson, Noah Dort, Kelly Barrington, Anne Kassebaum, Ruby Tumber, Dan Cuning, Joe Miller, Dave Kendall, Alicia Gonzales

Absent: Director Dennis Waespi

Guests: Stan Wong, Steve Jacobson, Randal Dutra

Agenda Item 1: Review Amendment for the Vertical Bridge Telecom License Agreement: Briones Regional Park

Administrative Analyst Renee Patterson provided an overview of the agreement and recalled that the District and AM/FM Broadcasting Inc. /Clear Channel ("Clear Channel") entered into a telecommunications license agreement ("License") dated November 1, 2007 and ending January 27, 2018, wherein the District granted Clear Channel a license to operate and maintain the telecommunications site in Briones Regional Park previously licensed by Comcast. Clear Channel was a sub-licensee of Comcast and already occupied the existing building.

The Clear Channel license was transferred to Vertical Bridge CC FM, LLC, a Delaware limited liability company (f/k/a iHeartmedia Tower Co. I, LLC) on November 29, 2011. Vertical Bridge notified the District its wishes to continue the agreement. Both the District and Vertical Bridge wish to extend the term of the License for an additional ten-year term. Staff is also recommending, at the request of Vertical Bridge, to reduce the inflation factor of the fee from 5 percent to 3 percent to align more closely with the Consumer Price Index.

As District staff have had no issues with the site or Vertical Bridge, staff recommended that the agreement with Vertical Bridge for a telecommunications License at Briones Regional Park be amended to modify the agreement's effective date, January 28, 2018, for a ten-year term extension ending January 27, 2028, with a base License fee of \$63,276 increasing 3 percent annually. The annual road maintenance fee of \$1,200 will remain the same. All other terms and conditions of the Agreement dated November 1, 2007 remained in full force and effect and unmodified.

Director Corbett questioned whether the amount set aside for roads and maintenance accounts for potential road failure. Assistant General Manager for Operations Jim O'Connor responded that the current fee is for annual grading work. Corbett inquired if this should be included in the agreement. Chief of Maintenance and Skilled Trades Kelly Barrington commented in most cases, an annual fee is put into an account/budget where funds can be assessed as needed. Typically, road maintenance is not performed annually and the funds in the account accumulate.

Corbett questioned if the cost of increase in the CPI was taken into consideration for the ten-year agreement. Patterson replied the last ten years were reviewed by staff. The District has been receiving 5 percent and the CPI increase was 3 percent over the last ten years. Although the CPI is not expected to change, it could. The District is currently ahead in receiving 2 percent annually, compared to other site income outside of the District.

Park Supervisor Joe Miller provided an update on the conditions of the park in relation to the telecom site.

Corbett moved to approve the staff recommendation of the agreement with Vertical Bridge for a telecommunications License at Briones Regional Park be amended to modify the agreement's effective date, January 28, 2018, for a ten-year term extension ending January 27, 2028, with a base License fee of \$63,276 increasing 3 percent annually. The annual road maintenance fee of \$1,200 will remain the same. All other terms and conditions of the Agreement dated November 1, 2007 shall remain in full force and effect and unmodified. Director Lane seconded. The motion passed unanimously.

Agenda Item 2: Update Operations Strategic Plan

O'Connor recalled that over the last five years, the District has undergone a significant expansion of land under management, while at the same time experiencing the most significant turnover of staff in the history of the District. These changes present significant challenges, but also provide an opportunity to re-examine our organizational structure and service delivery models to determine if there are new and/or more efficient ways of operating and maintaining the parks now and into the future.

Through a PowerPoint presentation, O'Connor and the Operations Management team provided a detailed overview of the strategic planning efforts developed over the last three years for the five division work units which include Park Operations, Interpretive and Recreation Services, Maintenance and Skilled Trades, Business Services, and Operations Administration.

Items reviewed for the Park Operations Department covered a recap on the history and growth of parks and acreage in the District, the proposed department reorganization, and staff strategies.

Corbett commented that the idea presented today looks like a great one with travel times being reduced and it appears the sectors are more regionally organized.

Items reviewed for the Maintenance and Skills Trades Department covered an overview of the department, the proposed reorganization, 3-5 Year Plan, new Small Trails Crew, and Management Information Systems.

Corbett commented on the idea of having a Small Trails Crew and inquired if there would be a volunteer component in the crew that would relate to Trails Program Manager Sean Dougan's advance trail planning. Barrington replied it has been proposed that this crew will work directly with the Ivan Dickson volunteers in coordination with Dougan and trail development plans appropriate for this group.

O'Connor provided an overview of the Computerized Maintenance Management System and the Fleet Management System. Items covered included the current Cartegraph CMMS system used for work order management and tracking, and the Square Rigger Program used for fuel use tracking.

Rosario inquired if some of the outlying service yards with fuel stations such as Anthony Chabot will be added to the Square Rigger Program. Barrington replied they will. Currently those stations are being automated for better record keeping and to determine better fleet MPG.

Items reviewed for the Business Services Department covered an overview of the department and staff, the Park Residence Program and the Point of Sale (POS) transition from the DRR system to POS.

Corbett inquired if there was an idea of what percentage of sales are paid for in cash, credit/debit, and if the District should model a non-cash policy. Waluch replied the issue with switching to non-cash is connectivity. Without connectivity at some of the sites, you cannot swipe the credit/debit cards and perform the transaction to collect the fees.

Referring to the Park Residence Program, Director Lane requested an explanation on the differences between employee, concession, and caretaker. Waluch explained that caretakers are located at Vasco Caves, Brooks Island, Big Break, and other sites where an acquisition occurred, and the people residing at the site can remain at their residence until a determined period of time. Concessions include places such as the stables such as Las Trampas, Anthony Chabot, Skyline, and the Merry-Go-Round. Employee residences are traditional within the District. Some of these locations include Cull Canyon, Tilden, and Anthony Chabot. Lane inquired on the expectation of the staff residing at the residences. Waluch replied the park resident(s) should be available overnight, are responsible for opening and closing of gates, and should be available before and after park hours. Lane inquired how many emergency situations do the residences encounter. Waluch replied that an analysis can be completed. Most residents are called upon 3-5 times a month to respond to a member of the public. It also depends on the location of the park residence.

Items reviewing for the Interpretive and Recreation Services Department covered an overview of the department Mission Statement, Interpretive Sectors, Facility and Visitor Center Strategic Planning, Program Planning-Foundation Documents, Professional Development and Youth Development.

Lane questioned if a land use plan is included when referencing the foundation documents. Chief of Interpretive & Recreation Services Anne Kassebaum replied affirmatively. Staff has been reviewing land use plans, determining why and when it was created, and what the opportunities were. Lane inquired on where the interpretive themes come from. Kassebaum replied the themes are created from the resources available in the park.

Corbett commented it would be good to see the percentages of schools in what Districts are being served, and determine if we are hitting the mark for bringing students from the under-served areas into the park.

Corbett inquired what other subjects will be part of the Youth Academy. Kassebaum replied staff would like to expose the youth to career opportunities available at the District and in the field of parks and recreation. Staff also works with the youth on interviewing skills, leadership development, decision making will be the framework for the academy.

Corbett commented that it would be good for the location of the job fairs to be easily accessible or potentially have a job fair at a school. Kassebaum commented that the District has provided bus transportation from the Oakland BART station before, which was successful.

Agenda Item 3: Review Martinez Sportsmen Club License Agreement Amendment: Radke Martinez Regional Shoreline

Administrative Analyst Renee Patterson provided a brief overview of the club and agreement through a PowerPoint presentation.

Patterson recalled the Martinez Sportsmen Club is a 90-year-old hunting and fishing club that began as the Martinez Bass Club. The club's first Special Use license agreement with the District was approved by the Board in 1981 for twenty-five-years in 5-year term increments ending in 2006. The club's second agreement was approved in 2007 and will expire on April 16, 2017. The original annual fee of \$100 was increased to \$1,200 annually in 2007.

District staff has found the club's members easy to work with and responsible, staff would like to formally amend the agreement to extend the current agreement for ten years in term increments of five years. The club will continue to pay \$1,200 annually.

Patterson closed by introducing club members Dan Pellerin, Bob Hatch, Linda Cunha, Manuel Cunha and Mel Carone.

Rosario inquired what happens if the building needs a new roof. Patterson replied the club would be responsible to repair it.

Linda Cunha shared with the Committee that each year the club donates a scholarship to an Alhambra High School graduating senior of \$1000.

Corbett moved to approve the staff recommendation for the agreement with Martinez Sportsmen Club at Radke Martinez Regional Shoreline be amended to modify the agreement's term end date for another ten years to April 16, 2027, as well as correct terminology in the first paragraph of the agreement from "use of a building" to "use of Licensee's building." All other terms and conditions of the Agreement dated April 17, 2007 shall remain in full force and effect and unmodified. Lane seconded. The motion passed unanimously.

Agenda Item 4: Review Martinez Homing Pigeon Club License Agreement Amendment: Radke Martinez Regional Shoreline

Administrative Analyst Renee Patterson provided a brief overview of the club and agreement through a PowerPoint presentation.

The Martinez Homing Pigeon Club was established in 1927 and is centered on pigeon racing activities. The club's first Special Use License agreement with the District was approved by the Board in 1981 for twenty-five-years in 5-year term increments ending in 2006. The club's second agreement was approved in 2007 and will expire on April 16, 2017. The original annual fee of \$100 was increased to \$1,200 annually in 2007.

District staff has found the club's members reasonable and easy to work with, staff would like to formally amend the agreement to extend the current agreement for ten years in term increments of five years. The club will continue to pay \$1,200 annually.

Patterson closed by introducing club member Manuel Diaz.

Rosario inquired on where the pigeons are housed. Diaz replied each owner has a loft in their backyard.

Rosario inquired on the number of participants in the club. Diaz replied there are 35 members with some fluctuation.

Lane inquired if the pigeons race on the Martinez Shoreline. Diaz replied no. The Bay Cities Combine owns a trailer that is used to transport the pigeons to the Sierra Nevada to release them for scheduled races.

Lane moved to approve the staff recommendation for the agreement with Martinez Homing Pigeon Club at Radke Martinez Regional Shoreline be amended to modify the agreement's term end date for another ten years to April 16, 2027, as well as correct terminology in the first paragraph of the agreement from "use of a building" to "use of Licensee's building." All other terms and conditions of the Agreement dated April 17, 2007 shall remain in full force and effect and unmodified. Corbett seconded. The motion passed unanimously.

Agenda Item 5: Open Forum for Public Comments

There were no public comments.

Agenda Item 6: AGM Comments

O'Connor provided the following updates:

- Del Valle – staff are working diligently to reopen the park. Slides have occurred near homes in the area, which are being addressed.
- Introduced Ruby Tumber the "acting" Management Analyst

Agenda Item 7: Board Comments

- Rosario commended staff in dealing with the storms and the damage caused

Director Rosario adjourned the meeting at 2:25 p.m.

Respectfully submitted:
/s/ Denise Valentine
Executive Secretary

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