



2950 PERALTA OAKS COURT • OAKLAND • CALIFORNIA • 94605-0381 • T: 1-888-EBPARKS • F: 510-569-4319 • TRS RELAY: 711 • EBPARKS.ORG

12:30 p.m. Item

TO: Board Operations Committee

FROM: Renee Patterson, Administrative Analyst II

DATE: February 21, 2019

SUBJECT: **Review Second Term of Skyline Ranch Equestrian Concession Agreement: Anthony Chabot Regional Park**

Skyline Ranch is a Park District equestrian concession located in Anthony Chabot Regional Park. The concession has a small indoor arena and 45 stalls for boarding. There is also a large outdoor arena with paddocks along the hillside for turnouts, includes a manure management area, feed storage area, and two caretaker residences. The concession agreement will allow the concessionaire to board up to fourteen of the stalls for lessons.

Judith Martin, d.b.a. Skyline Equestrian Center, Inc., has been the concessionaire at Skyline for over twenty years. On May 20, 2016, the East Bay Regional Park District issued a Request for Proposals (RFP) seeking an experienced operator to manage the Anthony Chabot Regional Park equestrian concession and received one submittal from Judith Martin. After careful consideration and review of the proposer’s response, Park District staff recommended, and the Board approved the selection of Judith Martin as the concessionaire at Skyline Ranch.

The agreement is at the end of the first term and Judith Martin is requesting the second term (seven years) of the agreement. Ms. Martin has met the criteria she set in her proposal and the requirements as contained in the concession agreement.

Park District staff recommends that the Board Operations Committee approve and recommend to the full Board the option for the second term of the Skyline Ranch Concession Agreement be granted to Judith Martin, beginning on November 1, 2019 and ending on October 31, 2026. The Park 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, 7% of total gross monthly receipts will be set aside in a site-specific Concession Maintenance Fund (CMF). There will be no cost to the Park District for this action except for any unknown maintenance or repairs to the property not covered by the concessionaire or the CMF.

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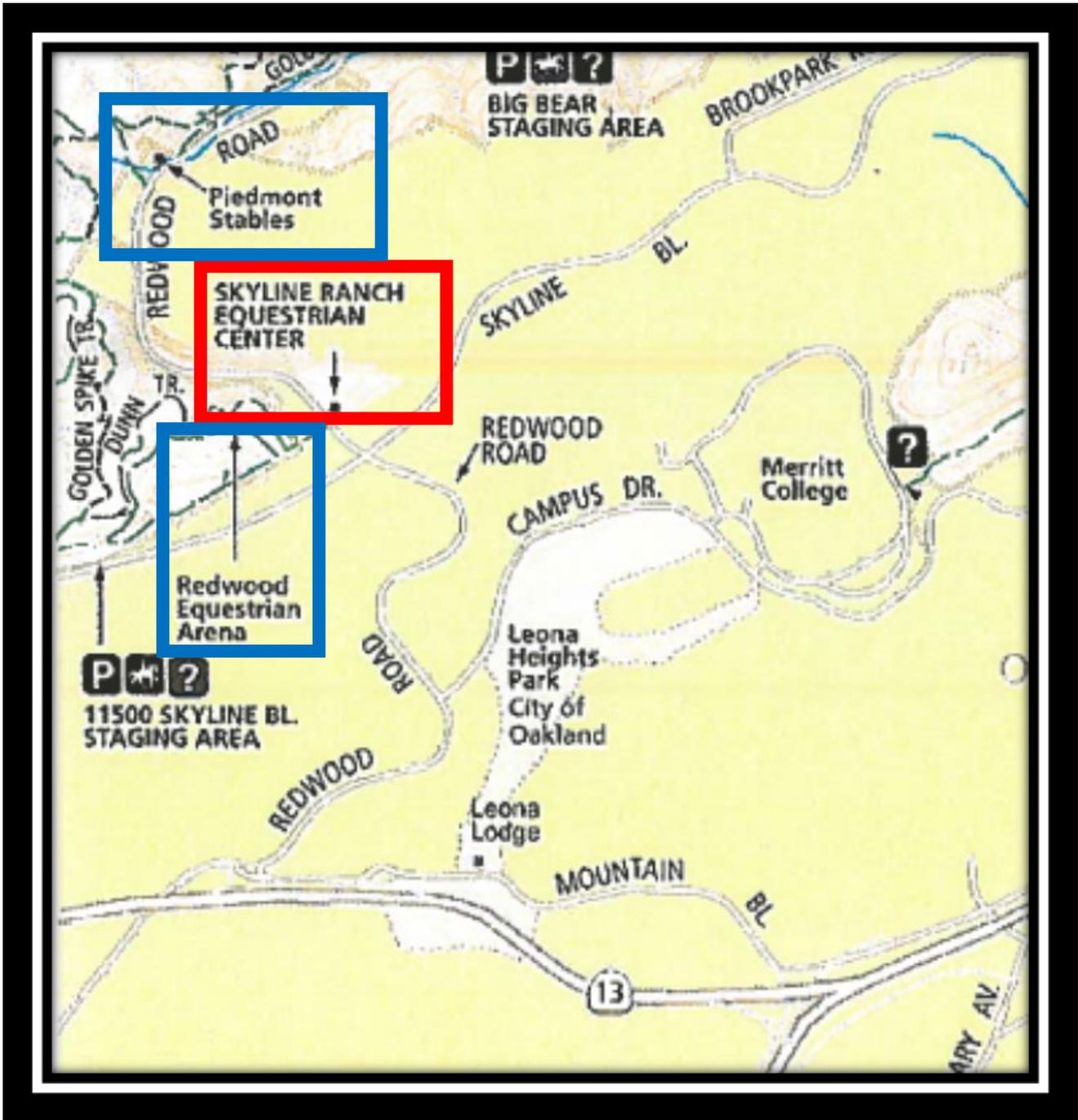
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MAP OF AREA





Healthy Parks Healthy People

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12:45 p.m. Item

TO: Board Operations Committee

FROM: Renee Patterson, Administrative Analyst II

DATE: February 21, 2019

**SUBJECT: Review Second Term of Piedmont Stables Concession Agreement:
Redwood Regional Park**

Piedmont Stable is a Park District equestrian concession in Redwood Regional Park. The concession is a 43-stall stable with an indoor arena and a turnout area for 43 horses with lighted outdoor paddock as well as a Hay Barn, a Shavings Barn, a Manure Bin, and a caretaker residence.

Redwood Arena is a 3.2-acre sanded lot enclosed by a split rail fence located near the intersection of Redwood Road and Skyline Blvd. and has been in operation for many years. It provides an enclosed area for locals to ride and for lessons by the concessionaire.

Judith Martin, d.b.a Skyline Equestrian Center, Inc., has been the Piedmont Stables concessionaire since August 2002 and the licensee for of the Redwood Arena since January 2001. On May 20, 2016, the Park District issued a Request for Proposal (RFP) seeking an experienced operator to manage the Redwood Regional Park equestrian concession and the special use arena as one concession. The Park District received one submittal from Judith Martin, who is the current operator. After careful consideration and review of the proposer’s response, Park District staff recommended the selection of Judith Martin for the concessionaire at Piedmont Stables combined with the operation of the Redwood Arena. Staff recommended a 3-year concession agreement with one additional 7-year period to manage and operate the Concession.

The agreement is at the end of the first term and Judith Martin is requesting the second term (seven years) of the agreement. Ms. Martin has met the criteria she set in her proposal and the requirements as contained in the concession agreement.

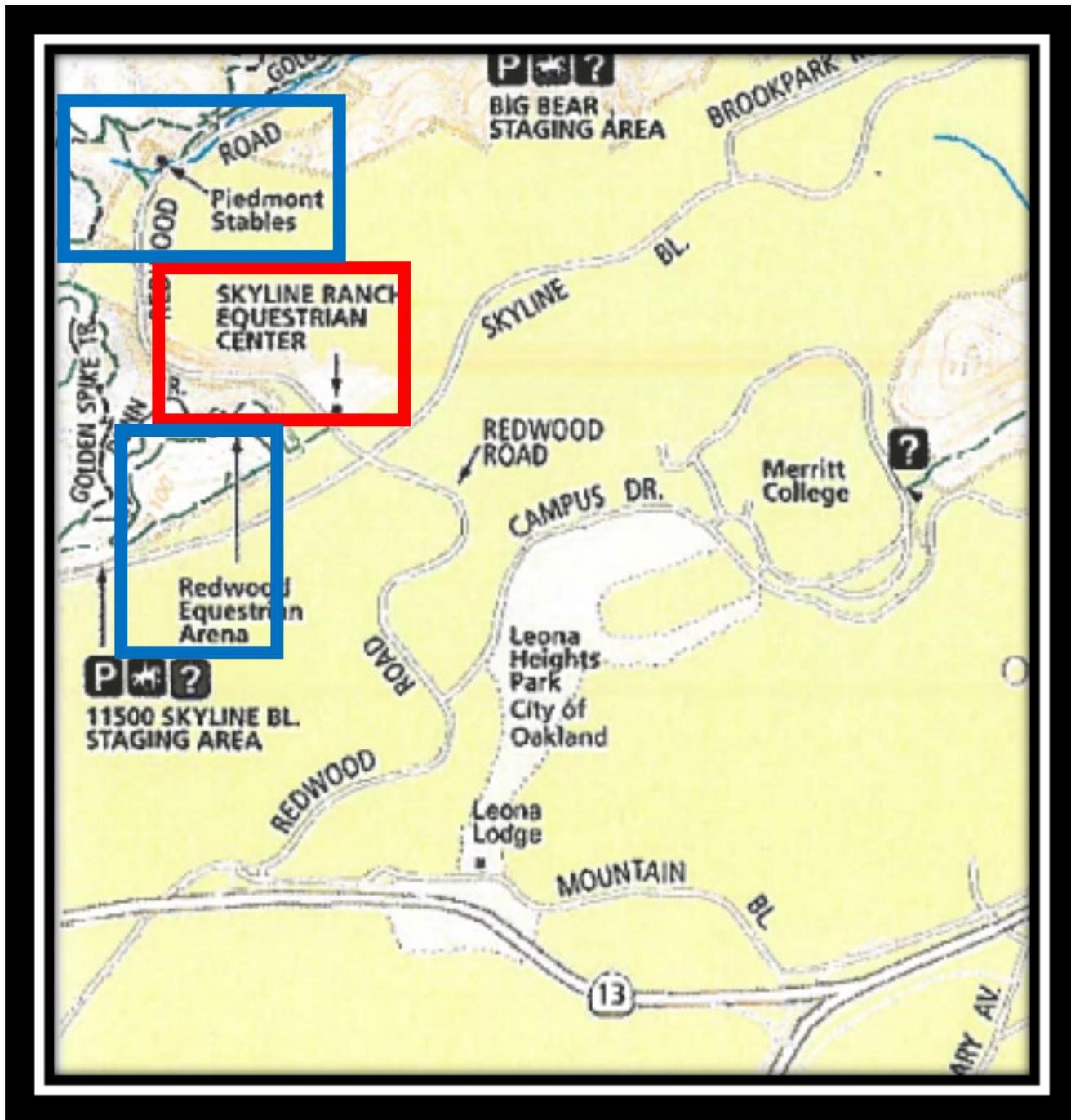
Park District staff recommends that the Board Operations Committee approve and recommend to the full Board the option for the second term of the Piedmont Stables Concession Agreement be granted to Judith Martin, beginning on November 1, 2019 and ending on October 31, 2026. The Park District can expect 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, 7% of total gross

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monthly receipts, will be set aside in a site-specific Concession Maintenance Fund (CMF). There will be no cost to the Park District for this action except for any unknown maintenance or repairs to the property not covered by the concessionaire or the CMF.

MAP OF AREA





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1:00 p.m. Item

TO: Board Operations Committee

FROM: Noah Dort, Administrative Analyst II

DATE: February 21, 2019

SUBJECT: Review Caretaker Contract for Services: Big Break Regional Shoreline

Big Break Regional Shoreline requires Caretaker services to monitor the 1,648-acre Delta Park property. The Caretaker shall live on a designated residence site in a self-provided, stand-alone, livable mobile unit. Duties will include opening and closing gates and restrooms, monitoring the ADA fishing/observation pier and routine patrol of the site.

In March 2012, after an open application and interview process, Mr. Nathan Lawrence was selected as the best candidate to provide Caretaker services during the final phases of construction and development of Big Break Regional Shoreline. The construction and development of the Big Break Visitor Center at the Delta is complete; however, Public Safety reports show that there are still regular attempts to access the park by unauthorized, after-hours visitors. The current Caretaker Contract for Services will end March 11, 2019.

Park District staff has reassessed the need for a Caretaker services at this location and concluded that such services continue to be necessary to safeguard Park District property and natural resources. Notice of the available Caretaker contract was posted in Bay Area newspapers and online advertisements. Mr. Nathan Lawrence was the only applicant, and he has received positive evaluation and approval of his services from Unit Manager Dan Cuning, Park Supervisor Carlos Lare-Masters, and Police Captain Alan Love.

Mr. Lawrence is familiar with East Contra Costa County and the surrounding area. He has experience in facilities maintenance and security. Mr. Lawrence has also enjoyed being a part of this developing park and has been an asset to the Park District since 2012, by providing Caretaker services at Big Break Regional Shoreline.

Park District staff recommends entering into a Caretaker Contract for Services for Big Break Regional Park with Mr. Nathan Lawrence. The initial term of the Contract would be one year, commencing March 12, 2019, with the possibility of 2 one-year extensions upon mutual agreement between the Park District and Mr. Lawrence. The cost to the Park District for this action is \$6,659.04 per year, to increase by 1.5% annually during the term of this Contract. The initial annual contract costs compute to \$554.92 per month for providing Caretaker services at Big Break Regional Shoreline.

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