



12:30 p.m. Item

TO: Board Operations Committee
FROM: Ruby Tumber, Management Analyst
DATE: January 23, 2020
SUBJECT: 2020 Committee Work Plan Review

Staff has developed and made available the 2020 Board Operations Committee Work Plan for review and comment. The outgoing 2019 Committee had the opportunity to discuss additional items to be added to the 2020 draft workplan, which is being submitted for final approval by the 2020 Board Operations Committee. The 2020 Board Operations Committee may revise or add topics after secondary review.

<u>Item</u>	<u>Description</u>	<u>Staff</u>
<i>Policy Reviews and Recommendations</i>		
1.	2021 Consolidated Fee Schedule	(Dort)
2.	Ordinance 38 (Biennial Review)	(Love)
<i>Concessionaire and Special Use Agreement Reviews and Recommendations</i>		
1.	Review Brooks Island Caretaker Agreement	(Dort)
2.	Review Dumbarton Camp Store RFP	(Margulici)
3.	Review Carquinez TXI Property Caretaker Agreement	(Dort)
4.	Review Briones Girl Scouts of Northern California Agreement	(Margulici)
5.	Review Ardenwood Farmer RFP	(Margulici)
6.	Review Del Valle Newfoundland Club SUA	(Margulici)
7.	Review Mission Peak AT&T Communication Site Lease Renewal	(Patterson)
8.	Review Camp Arroyo Operator Agreement	(Margulici)
9.	Review Tilden Golden Gate Live Steamers SUA	(Margulici)
10.	Review Black Diamond Mines PG&E Lease Renewal	(Margulici)
11.	Review Tilden Merry Go Round RFP	(Margulici)
12.	Review Lake Chabot Marina and Food RFP	(Margulici)

Board of Directors

Informational Reports and Discussion Topics

1. 2020 Board Operations Committee Work Plan Final Review (Tumber)
2. 2021 Board Operations Committee Draft Work Plan Review (Tumber)
3. Brooks Island Regional Preserve Public Tours (Zuckerman)
4. Reservations Program Update (Hornbeck)
5. Annual Update Tidewater Outreach (Zuckermann)
6. Interpretive and Recreation Services Southeast Region Update (Bletz)
7. Interpretive and Recreation Services Northwest Region Update (Zuckermann)
8. Park Operations Recreation Unit Update (Stoneham)
9. Park Operations Parklands Unit Update (Noonan)
10. Park Operations Lakes Unit Update (Vance)
11. Annual Review of Concession Maintenance Fund, Concession, and Special Use Revenues: District-wide (Tumber)
12. MAST Update (Barrington)
13. District-wide Residence Program Update (Dort)
14. Dumbarton Quarry Campground by the Bay Operational Plan (McDonell)
15. Judge John Sutter Regional Shoreline Operational Plan (Mecchi)
16. Solid Waste Management Study Report Out (Barrington)

**other items may be added on as needed*



12:45 p.m. Item

TO: Board Operations Committee

FROM: Noah Dort, Administrative Analyst II

DATE: January 23, 2020

SUBJECT: Review Caretaker Contract for Services: Brooks Island Regional Preserve

Brooks Island Regional Preserve is a 373-acre island located just off the Richmond Inner Harbor. Brooks Island is a marvelous bird sanctuary, with over 18 species of nesting birds, and supports an unusual variety of plant communities. Access to Brooks Island is available only by reservation in a naturalist-led tour.

Brooks Island requires Caretaker services to monitor the property for safety and security, and to protect the resources of this environmentally sensitive area. The Caretaker lives on the island in the designated residence full-time as the primary resident, provides their own motor boat for travel between the Island and mainland, maintains chemical toilets and vegetation in the residential and public use areas, conducts routine patrols of the site, provides monthly reports on visitor and animal activity, and is available to meet with Park District staff who lead tours at designated times.

The current Caretaker, Matthew Steven Allen, was initially selected in early 2011 as the best candidate. This Caretaker opportunity was open to public application again for contracts starting in 2014 and 2017, and Mr. Allen continued to be selected as the best candidate due to his superb service during that time. The current contract ends on February 29, 2020. Notice of the available Caretaker contract was posted in Bay Area newspapers and online advertisements. Mr. Allen was the only applicant, and he has received positive evaluation and approval of his services from Shoreline Unit Manager Jeff Manley, Park Supervisor Scott Possin, and Police Captain Alan Love.

As the Caretaker for 9 years and a former Richmond Marina resident, Mr. Allen is very familiar with the San Francisco Bay, the marina area, and the island itself. Mr. Allen has extensive training in maintenance, service, and monitoring of electrical, plumbing, and mechanical and instrumentation installations, upgrades, and improvements. Additionally, Mr. Allen is skilled in carpentry and grounds maintenance techniques. Mr. Allen has also established positive relationships with park staff.

Park District staff recommends entering into a Caretaker Contract for Services for Brooks Island Regional Preserve with Matthew Steven Allen. The initial term of the contract would be 1 year, commencing March 1, 2020, with the possibility of two 1-year extensions upon mutual agreement between the Park District and Mr. Allen. The cost to the Park District for this action is \$42,075.48 for the first year, to increase by 2.5% annually through the end of the term. The initial annual contract costs compute to \$3,506.29 per month for providing Caretaker services at Brooks Island Regional Preserve.

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1:05 p.m. Item

TO: Board Operations Committee

FROM: David Zuckermann, Regional Services Manager

DATE: January 23, 2020

SUBJECT: Brooks Island Regional Preserve Public Tours

Interpretive and Recreation Services NW Regional Services Manager David Zuckermann will provide an overview of the Park District's public programming for the Brooks Island Regional Preserve. This unique island preserve is home to several bird species, who roost in this environmentally sensitive area. To protect these species, the island can only be accessed through guided tours. Zuckermann will discuss how boating and hiking tours have evolved over the years, while highlighting the challenges and rewards of providing interpretive and recreation services in the San Francisco Bay environment.

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