

12:45 p.m. Item



EAST BAY REGIONAL PARK DISTRICT

Operations Division Memorandum

TO: Board Operations Committee

FROM: John Escobar, Assistant General Manager, Operations

DATE: January 15, 2009

SUBJECT: Point of Sale Pilot Program Update

At the January 15, 2009 Board Operations Committee meeting, Tiffany Margulici, Reservations Supervisor, will provide an update about the Point of Sale Pilot Program. This update will include location sites, proposed timeline and business practices such as revenue tracking, attendance and accurate reporting.

Background

The Point of Sale Pilot Program was launched in 2008 at Shadow Cliffs Regional Recreation Area and Coyote Hills Regional Park. It allows staff to process credit card transactions on site and provide immediate authorization of funds. The Point of Sale Program has the ability to also support the Regional Parks Foundation through the sale of annual park memberships. In 2009, the Point of Sale Program use will be expanded into several additional sites.



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1:05 p.m. Item

TO: Board Operations Committee
FROM: John Escobar, AGM, Operations
DATE: January 15, 2009
SUBJECT: Quarry Lakes Master Gardener Special Use Agreement

District staff met with representatives from the Alameda County Master Gardeners Program who are looking for a new site to accommodate an earth friendly demonstration garden. Quarry Lakes was proposed due to the site's ability to promote the growth and display of native and Mediterranean plants that can be used in home gardens in an informal and easily maintained area. The appearance of the demonstration garden is intended to blend in with the surrounding area and the views of the hills and lake. The proposed site is especially attractive for this activity and is consistent with conditions in the Quarry Lakes Regional Recreation Area Land Use Plan.

The Alameda County Master Gardeners is part of the University of California Statewide Master Gardener Program dedicated to facilitating excellence in California's Master Gardener Programs by increasing the professionalism of California's Master Gardener Coordinators and volunteers. The University of California (UC) Master Gardener Program extends to the public UC research-based information about home horticulture and pest management. In exchange for the training and materials received from UC, master gardeners perform volunteer services in a myriad of venues.

The Master Gardener Program is an example of an effective partnership between the University, US Department of Agriculture, County and Local Governments, and motivated citizens. The Master Gardener Program is administered locally by participating University of California Cooperative Extension county offices, the principal outreach and public service arm of the University's Division of Agriculture and Natural Resources.

Staff recommends entering into a Special Use Agreement with the University of California Cooperative Extension to accommodate an Alameda County Master Gardeners demonstration garden at Quarry Lakes Regional Recreation Area. The term of this Special Use Agreement would be five years with a five year option, allowing for site design, construction and improvements as well as trial program planning. Conditions of the agreement would include preapproval of site design to meet District standards for design, planning, and construction for demonstration garden and surrounding area, approximately 75' by 150'. An annual fee of \$1.00 is recommended as no revenue will be generated for the use and development of this site.

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1:25 p.m. Item

TO: Board Operations Committee
FROM: Mimi Waluch, Revenue Manager
DATE: January 15, 2009
SUBJECT: Briones Archers Special Use Agreement

Founded in 1969, the Briones Archers Club originally descended from the old Roving Archers Club of El Sobrante. The Club currently utilizes a site located on approximately 30.5 acres of the north east leg of Homestead Valley in Briones Regional Park. Over the years development and improvements to the site have occurred. Currently the active membership of approximately 75 individuals and families use the site on a regular basis.

The Briones Archers hosts regular shoots on the second Sunday of each month with standard National Field Archery Association field, hunter, and animal rounds. In addition, work parties are held on the Saturday before club shoots and an annual special event is well attended by archers throughout the state. These events feature 42 quality 3-D targets placed at marked distances in realistic wooded settings. Activities also include 3-D league runs held on Monday evenings from April through August featuring 16 targets placed at unmarked distances in realistic conditions over challenging terrain. The annual Tri-Club Shoot with the Diablo Bowman and the Redwood Bowman is held in October, with the clubs alternating as hosts.

The current site of the Briones Archers Club is a possible venue for a District group camp development. In discussions with the Briones Archers Club representatives, it was agreed the area would not be suitable for both archery and group camp and an alternate site for the Briones Archers Club would be investigated. The Briones Archers Club is aware of the alternate site plans and would like to be considered in the planning and development of the future location. In consideration of the potential changes to the existing site use and the terms and conditions of current District standards, a Special Use Agreement with a three-year term with a two-year option is recommended by staff. In addition, staff recommends a fee increase from \$100 to \$1,200 per year for the use of the site within Briones Regional Park.

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1:45 p.m. Item



EAST BAY REGIONAL PARK DISTRICT
INTERDEPARTMENTAL CORRESPONDENCE

TO: Board Operations Committee
FROM: John Escobar, AGM of Operations
DATE: January 15, 2009
SUBJECT: 2008 Committee Work Plan Review

The 2008 Board Operations Committee Work Plan and the Committee's progress on specific Work Plan projects are summarized below. Staff will be in attendance at your January 15 meeting to provide more detailed information and answer your questions regarding these projects. In addition, I hope you find this information helpful in developing your 2009 Work Plan.

Policy Reviews and Recommendations

1. Develop Geocaching Policy (Escobar)
 - *Completed December, Board consideration February 2009*
2. Fees and Charges (Annual) (Fesler/Waluch)
 - *Completed December, Board consideration January 2009*
3. Review 2008 Trail Use Change Checklist Proposals (Wiese/Breines)
 - *Completed April 2009*
4. Review Board Fee Waiver Policy (Escobar)
 - *No review pending*
5. Review District Residence Policy (Kenny/Escobar)
 - *2009 Work Plan*
6. Review Ordinance 38 (Annual) (Madison)
 - *Completed June 2008*
7. Use of Electric Personal Assistive Mobility Devices on Paved Trails (Rockwell)
 - *Completed review of UC Berkeley Study and forwarded recommendation on Contra Costa Centre Association special use permit request to the full Board*

8. Environmental Preferred Purchasing Program (EPP) (Myli)
• *Completed February 2008*

Concessionaire and Special Use Agreement Reviews and Recommendations

9. Anthony Chabot Equestrian (Waluch)
• *2009 Work Plan*
10. Ardenwood Picnic Concession and Food Service RFP (Waluch)
• *One-year extension approved October 2008*
11. Black Diamond UC Berkeley Seismic Station (Waluch)
• *2009 Work Plan*
12. Briones Archers Agreement (Fesler/Waluch)
• *On January 2009 committee agenda*
13. Brooks Island Caretaker Services (Waluch)
• *2009 Work Plan*
14. Camp Ohlone Use and Management Update (Comstock/Kenny)
• *Completed December 2008*
15. Contra Loma Concessions (Waluch)
• *Completed April 2008*
16. Crockett/Carquinez T-Mobile Antenna (Waluch)
• *Proposal withdrawn*
17. Lake Anza Food Service Concession RFP (Waluch)
• *Completed May 2008, facility will open spring 2009*
18. Lake Chabot Food Service and Marina Agreement (Waluch)
• *Completed March 2008*
19. Lake Chabot Row Chabot Agreement (Waluch)
• *Pending facility funding and development*
20. Las Trampas Stables (Waluch)
• *Request for Proposal process underway*
21. Little Hills Picnic Concession Agreement (Waluch)
• *Completed March 2008*
22. Mission Peak KICU-TV CH 35 & CH 2 plus Sub-Leases (Waluch)
• *Completed April 2008*

- 23. Mission Peak UC Berkeley Seismic Station Agreement (Waluch)
 - *2009 Work Plan*
- 24. Redwood Bowmen Update (Waluch)
 - *2009 Work Plan*
- 25. Shadow Cliffs Associates – Waterslide Operating Agreement (Waluch)
 - *Approved one-year agreement, agreement remains unsigned*
- 26. Tilden Seasonal Pony Ride RFP (Waluch)
 - *2009 Work Plan for Request for Proposal process*
- 27. Tilden Vollmer Peak Communication Site: Contra Costa County (Escobar/Waluch)
 - *Resolution pending negotiations with Contra Costa County*
- 28. Tilden Golf Course Tour and Update (Escobar/ Waluch)
 - *Completed August 2008*

Informational Reports and Discussion Topics

- 29. ADA Program Plan Update (Staff)
 - *2009 Work Plan*
- 30. Camp Arroyo – Renewal (YMCA Operating Agreement) (Escobar)
 - *Completed May 2008*
- 31. Camping Program Update/Five Year Plan Review (Kenny)
 - *2009 Work Plan*
- 32. Destination and Freeway Signing Update (Journeay)
 - *Completed July 2008*
- 33. Disaster Preparedness Update (Moss)
 - *2009 Work Plan*
- 34. Fleet Management Update (Gehrett/Scheer)
 - *Completed February 2008*
- 35. Grazing Program Update (Comstock/Amme)
 - *Completed March 2008*
- 36. Interpretive and Recreation Program Outreach Update (Parmer)
 - *Completed January 2008*
- 37. Memorial Bench Program Update (Kenny)
 - *Completed December 2008*

- 38. Oral History Project Update (Parent/Kenny)
 - *Completed October 2008*
- 39. Pavement Management Program Update (Haselden/Gehrett)
 - *Completed February 2008*
- 40. Recycling and Energy Conservation Update (Kenny/Scheer/Parmer)
 - *Completed January 2008*
- 41. Review Concessionaire Maintenance Fund Program (Waluch)
 - *2009 Work Plan*
- 42. Review Revenue Manual Procedures for consideration of New Special Uses (Waluch)
 - *2009 Work Plan*
- 43. Service Yard/Park Office Facility Study Update (Scheer)
 - *2009 Work Plan*
- 44. U.C. Berkeley Transportation Study Update (Rockwell)
 - *Received Final Report November 2008*
- 45. Update on Castle Rock Conversion (Kenny)
 - *Completed May 2008*
- 46. Use of Automated Fee Machines (Kenny)
 - *Completed October 2008*
- 47. YMCA – First WAVE Program, Roberts Pool Update (Waluch)
 - *Completed June 2008*
- 48. Mobile Visitor Center Development Progress Reports (Parmer)

2008 Unanticipated Projects and Issues Addressed by Board Operations Committee

- 49. Mobile Fish Exhibit and Mobile Visitor Center Update (Parmer)
 - *Completed February and June 2008*
- 50. Red Tail Adventure Race Special Use Permit (Escobar)
 - *Completed March 2008*
- 51. Shadow Cliffs Marina and Food Service Concession (Waluch)
 - *Completed April 2008*
- 52. Trail Change Checklist Field Trip Mission Peak (Staff)
 - *Completed April 2008*

- 53. Metro PCS Cell Phone Site, South County Corporation Yard (Waluch)
 - *Completed April 2008*
- 54. Watson and Watson Kite Selling Concession, Crown Beach (Waluch)
 - *Completed April 2008*
- 55. Castle Rock Arabians Special Use Agreement, Diablo Foothills (Waluch)
 - *Completed May 2008*
- 56. Brushy Peak Trail Project Review (Staff)
 - *Completed July 2008*
- 57. Shadow Cliffs Associates – Waterslide Operating Agreement (Waluch)
 - *Approved two-year agreement amendment June 2008, remains unsigned*
- 58. Renewal of T-Mobile Telecommunications Agreement, South County Corp. (Waluch)
 - *Completed July 2008*
- 59. Review Montclair Swim Team Agreement (Waluch)
 - *Completed July 2008*
- 60. Review Shadow Cliffs Quarry Crawlers Special Use Agreement (Waluch)
 - *Completed July 2008*
- 61. Quagga/Zebra Mussel Inspection Pilot Program Plan (Kenny)
 - *Completed August 2008*
- 62. Crockett Hills Hang Gliders Special Use Permit (Waluch)
 - *Completed November 2008*
- 63. Quarry Lakes Master Gardener Special Use Agreement (Waluch)
 - *January 2009 Agenda*



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2:15 p.m. Item

TO: Board Operations Committee

FROM: John Escobar, AGM of Operations

DATE: January 15, 2009

SUBJECT: 2009 Board Operations Committee Draft Work Plan

The 2009 Board Operations Committee Draft Work Plan is being prepared and will be distributed for review at the January 15, 2009 Committee meeting. Staff will be in attendance to provide more detailed information and answer questions regarding projects.

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