



**BOARD OPERATIONS COMMITTEE**  
**Tuesday, March 24, 2009**  
**12:45 p.m. - 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)	12:45	1. Review of Martinez Horsemen's Association Special Use Agreement: Martinez Regional Shoreline	(Fesler/Waluch)
(R)	1:05	2. Review of Bay Area Radio Control Society Special Use Agreement: Point Pinole Regional Shoreline	(Patterson/Waluch)
(R)	1:25	3. Review of Row Chabot Pilot Program for Youth Rowing Special Use Agreement: Lake Chabot Regional Park	(Waluch/Escobar)
(D)	1:45	4. Review of Board Operations Committee's 2009 Draft Work Plan	(Chiefs/Escobar)
	2:30	5. Public Comments	
	2:50	6. Staff Comments	
	3:15	7. Adjourn	

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

**Board Operations Committee Members:**

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

**Future Meetings:**

April 16, 2009  
 May 21, 2009  
 June 18, 2009

Distribution/Agenda Only

Board of Directors	Jon King	Operations Supervising Naturalists
Mike Anderson	Paul Miller	Bruce Beyaert
Tim Anderson	Renee Patterson	Afton Crooks
Yolande Barial	Erich Pfuehler	Robert Herrick
Laura Comstock	Ted Radosevich	Michael Kelley
Bob Doyle	Mark Ragatz	Peter Rauch
Neal Fujita	Anne Rockwell	Andy Schanks
David Dubowy	Mark Ruppenthal	Robert Wills
Stephen Gehrett	Warren Schultz	
Don Goodenow	Brian Wiese	
Carol Johnson	Jeff Wilson	
Anne Kassebaum	Rita Fesler	
Nancy Kaiser	Operations Supervisors	

Distribution/Full Packet

Board Committee Members	Rich Guarienti
Pat O' Brien	Jerry Kent
Dave Collins	Norman LaForce
John Escobar	Judi Bank
Jack Kenny	Alan Kaplan
Rick Parmer	
Anne Scheer	
Cinde Rubaloff	
Allen Pulido – Clerk of the Board	
Mimi Waluch	
Local 2428 – Dave Kalahale	
Public Safety POA – Tyrone Davis	

Board of Directors

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**1:00 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Renee Patterson, Administrative Analyst II  
Mimi Waluch, Revenue and Administration Manager

**DATE:** March 24, 2009

**SUBJECT: Review of Bay Area Radio Control Society Special Use Agreement:  
Pt. Pinole Regional Shoreline**

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Staff recommends authorizing the Special Use Agreement with Bay Area Radio Control Society (BARCS), which will allow its members the exclusive use of a designated segment of Point Pinole Regional Shoreline in order to conduct radio controlled model aviation activities. The Agreement will be for one (1) year, commencing, June 5, 2009. Licensee shall have the right to renew the initial term for four (4) annual periods from the date of the initial term by giving the District written notice. The District will receive \$2,400 per year for the License. There is no cost to the District involved.

BARCS is a club of approximately 100 members who fly radio controlled model airplanes, helicopters, and gliders. This non-profit corporation is registered with the State of California and is a chartered member of the Academy of Model Aeronautics (AMA) which is the world's largest aero modeling organization. AMA provides organizational and technical support including safety rules, layout and noise guidelines, along with \$4,000,000 liability insurance coverage for the BARCS. All members are required to belong to the AMA which provides them a \$2,000,000 personal liability insurance policy.

BARCS has been a tenant on a segment of the Point Pinole Regional Shoreline, formerly known as the Bruener Property, since 1981. The District has had an agreement with BARCS since June 2007. Park Supervisor John Hitchen reports that in the past two years club members have worked well with staff and have had no major incidents. BARCS currently maintains the field and landing strip, a small container to store safety equipment and other sundry items, and a portable lavatory. Participating members and volunteers actively engage in clean-up days at the site and annually promote a fundraising event for one of the local charitable organizations.

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**12:45 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Rita Fesler, Revenue Analyst II  
Mimi Waluch, Revenue and Administration Manager

**DATE:** March 24, 2009

**SUBJECT: Review of Martinez Horsemen's Association Special Use Agreement:  
Martinez Regional Shoreline**

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Staff recommends authorizing a Special Use Agreement with Martinez Horsemen's Association (MHA), which will allow its members the use of the arena, snack stand/announcer's booth, and designated surrounding area of Martinez Regional Shoreline, in order to conduct general equestrian activities, rodeos, and special equestrian events.

MHA, a non-profit organization founded in 1945, has a long history with the Park District dating back to 1978. Current membership represents 25-35 enthusiastic individuals and families. Park Supervisor Bill Nichols and staff report an ongoing positive and cooperative working relationship with MHA who fully maintain the arena, paint/repair viewing bleachers, gate panels, and the snack stand as needed, in addition to conducting up to five annual work-party days to maintain the arena for day-to-day general use and scheduled special events. The arena is open to the public when not otherwise scheduled for MHA activities. Each year, MHA hosts an annual "Battle of the Barns" as a fundraiser to support therapeutic riding programs.

Staff recommends a Special Use Agreement with Martinez Horsemen's Association to include: a five-year term with a five-year option; allowance to rent the facility to other equestrian groups for a fee of \$225 with District approved proof of insurance; and use of the arena for up to six days per year to conduct Park District Volunteer Mounted Patrol (VMP) required testing and certification. In addition, staff recommends a fee increase from \$100 to \$300 per year for the use of this site at Martinez Regional Shoreline. There is no cost to the District involved.

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**1:25 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Mimi Waluch, Revenue and Administration Manager  
John Escobar, AGM Operations

**DATE:** March 24, 2009

**SUBJECT: Review of Row Chabot Pilot Program for Youth Rowing Special Use Agreement: Lake Chabot Regional Park**

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Staff recommends authorizing a Special Use Agreement with Row Chabot, which will allow for a pilot program for youth rowing for up to 20 participants utilizing the current public access dock in the marina at Lake Chabot Regional Park. The Agreement will be for two years terminating June 30, 2011. The District will receive \$300 per year for the License. There is no cost to the District involved.

Row Chabot has been working with the District to improve rowing access at the Lake Chabot marina for the past ten years. In 2003, the Park Advisory Committee and the Board Operations Committee reviewed and approved the basic concept of the Row Chabot overall proposal to promote opportunities for youth rowing at Lake Chabot. In brief, the overall purpose of Row Chabot is to provide East Bay residents, in particular those residing in the southern Alameda County area surrounding Lake Chabot, opportunities to participate in sculling and sweep rowing by giving instruction and access to equipment at the Lake Chabot Marina. The original program called for Row Chabot to provide funding and other resources needed for the design and construction of a dock, storage under the concession stand deck, and appropriate security measures.

A rowing dock and boat storage facility feasibility study was completed in 2008 which estimated the cost of construction to substantially exceed the available funding. In an effort to both permit Row Chabot to introduce a pilot program and to test the impacts of the program on the marina operation and other recreational activities, staff recommends approval of the Row Chabot Pilot Program. The Row Chabot youth rowing pilot program will be limited to 20 participants with no more than 7 on the water at any given time. A maximum of 4 sculls and a motorized chase boat will be stored on site. Row Chabot will pay all costs associated with improvements necessary to secure the storage area under the Marina Café deck. Adult instructors will supervise training and instruction and be on site at all times. Programmed instruction and training will be limited to Monday through Friday afternoon from 3:30 – 6:00 p.m., and Saturday morning 7:00 – 10:00 a.m.

Row Chabot will independently make arrangements with the marina concessionaire for storage of the motorized launch and fuel, if necessary. Row Chabot will also be required to obtain written permission from EBMUD for use of the motorized launch on Lake Chabot prior to the commencement of the pilot program. District insurance criteria will be met, as well as compliance with US Rowing standard guidelines. Given the high levels of public use around the marina, in adjacent picnic areas and on the lake, staff has proposed numerous other conditions on Row Chabot to ensure visitor and participant safety, and to minimize conflicts with other recreational activities. The leadership of Row Chabot has expressed their willingness to work cooperatively to develop an agreement within the parameters outlined by staff.

Board of Directors

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**1:45 p.m. Item**

**TO:** Board Operations Committee

**FROM:** John Escobar, AGM of Operations

**DATE:** March 24, 2009

**SUBJECT:** **Review of Board Operations Committee's 2009 Draft Work Plan**

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Attached is the 2009 Board Operations Committee Draft Work Plan. The 2008 Board Operations Committee reviewed the Draft Work Plan at their January 15, 2009 meeting. Staff is seeking the 2009 Committee's feedback in order to finalize the 2009 Work Plan. Staff will be happy to address any questions or comments you have at your meeting. The final plan will be distributed with your April Committee packet.

Attachment: [Proposed 2009 Work Plan](#)

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## BOARD OPERATIONS COMMITTEE

### Proposed 2009 Work Plan (Working Draft – March 24, 2009)

#### Policy Reviews and Recommendations

1. Review District Residence Policy (Goodenow/Escobar)
2. Fees and Charges (annual) (Fesler/Waluch)
3. Review Ordinance 38 (annual) (Ruppenthal)
4. Review 2009 Trail Use Checklist Proposals (Breines/Wiese)
5. Review Communications Site Policy (Staff)

#### Concessionaire and Special Use Agreement Reviews and Recommendations

6. Anthony Chabot Equestrian RFP (Waluch)
7. Ardenwood Picnic Concession and Food Service RFP (Waluch)
8. Black Diamond UC Berkeley Seismic Station (Waluch)
9. Briones Archers Special Use Agreement (Fesler/Waluch)
10. Brooks Island Caretaker Services Agreement (Waluch)
11. Lake Chabot Row Chabot Agreement (Waluch/Escobar)
12. Las Trampas Stables RFP (Waluch)
13. Mission Peak UC Berkeley Seismic Station Agreement (Waluch)
14. Redwood Bowmen Special Use Agreement (Waluch)
15. Shadow Cliffs Associates – Waterslide Operating Agreement (Waluch)
16. Tilden Seasonal Pony Ride RFP (Waluch)
17. Tilden Vollmer Peak Communication Site: Contra Costa County (Escobar/Waluch)
18. Quarry Lakes Master Gardener Program Special Use Agreement (Waluch)
19. City of Fremont Master Agreement (Escobar/Waluch)
20. Ardenwood Joe Perry Farms Concession (Waluch)
21. Ardenwood SPCRR Concession (Waluch)
22. Ardenwood Scott Thomas Blacksmith Concession (Waluch)
23. Bee Cultivation Special Use Agreement (Waluch)
24. District Wide Vending Machine RFP (Fesler/Waluch)
25. Carquinez Velocitas Wireless Communication Site Agreement (Patterson/Waluch)
26. Carquinez KOED Communication Site Agreement (Waluch)
27. Castle Rock Arabians Special Use Agreement (Patterson/Waluch)
28. Hayward Shoreline TowerCo Communication Site Agreement (Patterson/Waluch)
29. Martinez Horsemen's Association Special Use Agreement (Fesler/Waluch)
30. Mission Peak South Bay Soaring Concession (Patterson/Waluch)
31. Pt. Pinole Bay Area Radio Control Society Special Use Agreement (Patterson/Waluch)
32. Shadow Cliffs Food and Marina Concession (Waluch)
33. Boy Scout's of America Crown Beach Special Use Agreement (Waluch)
34. Contra Loma Food Service Concession (Waluch)
35. Big Break Caretaker Services Agreement (Waluch)
36. Save the Bay Restoration Program Special Use Agreement MLK Shoreline (Waluch)

## Informational Reports and Discussion Topics

37. ADA Program Plan Update (Staff)
38. Docent Program Update (Parmer/Kaiser)
39. Camping Program Update/Five Year Plan Review (Kenny)
40. Review Concessionaire Maintenance Fund Program (Waluch)
41. Disaster Preparedness Update (Moss)
42. Review Revenue Manual Procedures for Consideration of New Special Uses (Waluch)
43. Service Yard/Park Office Facility Study Update (Scheer)
44. Pavement Management Program Update (Haselden/Gehrett)
45. Fuel Break and Prescribed Fire Program Update (Wiese/Blonski)
46. Mobile Visitor Center Update (Parmer/Kaiser)
47. Mobile Fish Exhibit Update (Parmer/Kaiser)
48. Interpretive and Recreation Outreach Program Update (Parmer/Kaiser)
49. Review Quagga Mussel Inspection Program (Kenny)
50. Review Trails Challenge Program Update (Kassebaum/Parmer)
51. Reservable Facilities Update (McNally/Parmer)
52. Oral History and Video Project Update (Parent/Kenny)