

**Approved Meeting Minutes**  
PARK ADVISORY COMMITTEE  
6-22-09

ATTENDING: Bank, Beyaert, Cant, Coffey, Coomber, Guarienti, Harryman, Hooper, Hudson, Kaplan, Kirby, Mercurio, Peters, Shalaby, Shimansky, Southworth, Vann, Walters, Williams  
NOT ATTENDING: None.  
STAFF ATTENDING: Barial, Collins, Kassebaum, Kenny, Pfoehler, Rubaloff, Scheer, Townsend  
GUESTS: None.  
PUBLIC: John Dilsaver, Dallas Harryman, Bill Hunt, Lesley Hunt, Norm Kidder

The meeting began on time at 7:11 p.m.

1. **Approval of Minutes:** The May 22, 2009 meeting minutes were approved with edits.

PAC member Beyaert moved and approval was seconded by PAC member Coomber.

PAC member's Kirby and Guarienti abstained.

2. **Introductions:** Chair Guarienti asked PAC Members and District staff to introduce themselves as well as members of the public.

3. **Board Member Comments:**  
Board member not in attendance due to illness.

4. **Public Comments:**  
None.

5. **Presentations:**  
a. **Review of Trails Program – Jim Townsend, Regional Trails Manager & Anne Scheer, Chief Maintenance and Skilled Trades**

Townsend discussed a video presentation about the District's trails program. The video can be found on the District's website's "Get Involved" section, under Volunteers and Trails Maintenance. The District won a 2008 award for the Best Trail Project at the California Trails and Greenways Conference, as well as an award for the Best Trails Challenge. Townsend discussed nine trails projects of significance for 2009. Many of the District's trails are old fire or ranch roads. PAC member Beyaert asked about a section of trail missing from the map Townsend was referencing. Townsend responded the section actually had flood control and right of way issues. He then referenced the sections of trail completed in the past two years. The District tries to balance the opening of new trails by geography and type (paved vs. unpaved), so the trail system is fairly equal District-wide. PAC member Vann wondered how the Bay Trail would go around the Oakland airport. Townsend responded it would have to go somewhat inland. Townsend added trail funding comes from Measure B, Measure J, the Metropolitan Transportation Commission and the Federal Transportation bill. Townsend also noted the permitting challenges involved in building new trails because they can disrupt critical habitat for a number of federally endangered species like the California Tiger Salamander, Alameda Whipsnake, California Red-legged Frog and San Joaquin Kit Fox.

Anne Scheer added very briefly that she supervises a 13 member roads and trails crew which maintains the District trails.

Chair Guarienti had to interrupt this presentation and asked if Townsend and Scheer could stay longer and they agreed.

b. **CAFR – Dave Collins, AGM Management and Finance & Cinde Rubaloff, CFO Finance**  
Dave Collins, AGM Management and Finance introduced Cinde Rubaloff, the new CFO Finance. The Comprehensive Annual Financial Report (CAFR) covers the 2008 calendar year in a structured format. Collins commented the version being reviewed by the PAC was still a draft. The draft is missing the Management Discussion and Analysis (MD&A). Collins noted the District has \$507 million in net assets, including: property, depreciated assets, investments and cash assets. The District's fund balance for 2008 was a positive \$6.7 million. Rubaloff added the audit report and audit of federal expenditures were clean. She will work on providing a summary to the PAC. Collins added there have been some changes in the formatting and structure of the CAFR which are noted. Chair Guarienti commented five PAC members convened a finance subcommittee meeting prior to tonight's general meeting. Guarienti added that PAC member Hooper was very thorough in his review of the CAFR. Rubaloff noted Hooper asked for a summary of the new formatting changes which the District's Finance Department will provide. PAC member Vann asked who the District retains as an independent auditor. Rubaloff responded Caporicci and Larson. PAC member Kirby welcomed Rubaloff to the District and added the

importance of quantifying the District's assets. Kirby also asked why three separate audits were conducted by one firm. Rubaloff responded the receipt of federal money requires a single auditor and three audits. Vice-Chair Williams asked how long is the same auditor retained. Rubaloff replied the District changes auditors every five years.

PAC member Hooper made the following motion: The PAC recommends approval of the 2008 Comprehensive Annual Financial Report (CAFR) subject to completion of the detailed financial reports and pending review by the PAC finance subcommittee of the Management Discussion and Analysis. Hooper also noted the subcommittee would exchange comments via e-mail. Kirby seconded and the motion was unanimously approved.

PAC member Vann inquired about the rest of the CAFR process. Collins responded it would be reviewed by the Board Finance Committee on Wednesday, the PAC's comments and review of the Management Discussion and Analysis would be included and the CAFR will be considered at the July 21 Board meeting.

Guarienti added the Management Discussion and Analysis has proven in the past to be a good summary. He suspects the PAC finance subcommittee will respond promptly once the summary is available.

At this point the discussion of Item 5a (Review of Trails Program) was resumed with Chair Guarienti asking Jim Townsend if he had additional information to share about the District's trails program. PAC member Cant asked about trails on levees near Coyote Hills. Townsend responded that Alameda County Flood Control has embarked on a levee replacement program. This would involve destroying about 4.5 miles of existing Alameda Creek Trails currently on top of the levee system. Additionally, the flood control agency does not have plans to replace the trails on top of the new levees. PAC member Cant worried this would limit access to the Bay. Townsend agreed and noted the District is engaged in discussions with the flood control agency. There are some CEQA concerns with the project.

PAC member Vann asked about trail staff and volunteers. Townsend responded there are only two additional District staff in his department: Terry Noonan, Trails Coordinator and Sean Dougan, Resource Analyst.

PAC member Shimansky asked about the relationship between the District and cities with aggressive trails programs. Townsend responded the District works with numerous partners to make various trail connections throughout the East Bay.

PAC member Southworth wanted to know the number of trail miles the District maintains. Townsend responded approximately 1250 miles. Scheer added that breaks down to approximately seven million square feet.

PAC member Hooper asked about maintenance of narrow trails which become more like ditches over time. Scheer stated every now and then the District supplements the work of its volunteers with more heavy equipment to re-widen, re-slope, out-slope and/or borrow dirt to improve the trails.

PAC member Banks commented about the challenges involved with out-sloping and the fact that rain can often reduce the trails to base rock. Scheer added the District grades much less than it used to. Kenny added the District attempts to minimize the soil disturbance when mowing along trails. PAC member Kirby commented the grading cuts seem shallower and the trails seem better. Guarienti thanked Townsend and Scheer for the presentation.

**c. Volunteer Program Update – Anne Kassebaum, Recreation Manager**

Anne Kassebaum, Recreation Manager highlighted the fact the District has 11,954 volunteers (on-going and one time) and over 120,000 hours of service. Kassebaum referred to some program highlights: Earth Day, California State Trail Days, National Trails Day, the Ivan Dickson Trail Maintenance Program, Coastal Clean-Up Day and the over 600 volunteers contributing on Martin Luther King, Jr. Day - the day before President Obama's Inauguration. Kassebaum spoke about the collaborative effort her, Jack Kenny, Joe Didonato and Kathleen Fusek have undertaken to identify specific program categories such as park patrol, community service, park improvements, etc. She added Heather Marlais is the District's new Volunteer Safety Patrols Coordinator. Wendy Tokuda is a big advocate of habitat restoration projects and Rail Rescue Rangers are wildlife volunteers organized by Doc Quack. There has been a slight decrease in volunteers, particularly in light of some retirees returning to work. Fusek works with docent coordinators (one at each visitor center). Tilden has 20 docents, Ardenwood 45, Coyote Hills 10 and Black Diamond Mines/Big Break 10. Some projects for 2009 include updating the volunteer database, coordinating the volunteer event calendar, and updating the volunteer handbook and safety manual.

PAC member Peters asked about the type of work volunteers can do vis-a-vis the union workforce. Kassebaum noted the District is very sensitive to those concerns and volunteers only assist staff.

PAC member Beyaert commented about the need to increase volunteers in Richmond. PAC member Vann added he attended the Volunteer Appreciation Day which was a very nice event. PAC member Southworth asked about the liability issues for flight medics. Kassebaum added volunteer medics need certification.

Chair Guarienti suggested the way PAC members can accrue volunteer hours should become a part of the volunteer handbook and there should be uniform rules on volunteer hour accumulation.

#### **6. PAC Comments**

PAC member Kaplan and Coffey attended the Hercules Cultural Fair. Kaplan commented that it was a healthy event.

PAC member Beyaert spoke about the July 5 event at the Ford Building in Richmond where there will be a big trail opening at 9:30 a.m. as well as a benefit ride for Lance Armstrong's Livestrong Foundation from 8 a.m. – 2 p.m.

#### **7. Report from the Chair**

PAC Chair Guarienti thanked Vice-Chair Williams for chairing the meeting last month in his absence. Guarienti attended many meetings over the past several weeks. He spoke about the board field trips where members of the public are welcome and the board workshop. The attendance at the PAC field trip was very poor, but the tour was quite good and very informative. Guarienti gave a presentation to a senior group regarding a walking tour of District parks. He attended Heritage Days at Borges Ranch, the Big Break dedication where Lt. Gov. John Garamendi attended and worked as an ambassador with the Fresh Tracks Program at Sunol.

#### **8. Board Committee Reports**

PAC member Hooper commented already about the finance subcommittee meeting and added his notes from the Board Finance Committee meeting were sent via email to PAC members.

PAC member Bank spoke about the Board Operations Committee from her report that was handed out to all during the meeting.

#### **9. Status of Recommendations**

No Comments.

#### **10. Old Business**

NONE.

#### **11. New Business**

Chair Guarienti announced a Pleasanton Ridge meeting was coming up. Guarienti suggested the committee review the trails use checklist map that was sent out via email and asked members to visit the trails prior to the next PAC meeting. Hooper spoke about his visit to the trail.

Jack Kenny talked about the Special Park Districts Forum on Director Carol Severin's behalf because he also was in attendance. They viewed an excellent park system in Lake County, Illinois.

**12. Adjournment:** The meeting was adjourned at 9:16 p.m.

#### **Summary of Actions:**

1. The May 22, 2009 meeting minutes were unanimously approved with minor edits.
2. The PAC recommended approval of the 2008 CAFR.
3. The PAC members were asked to prepare for the trails use change checklist by visiting the trail.
4. Tracking volunteer hours for PAC members needs to be accumulated in some uniform fashion.