



2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381  
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**BOARD OPERATIONS COMMITTEE**  
**Thursday, December 17, 2009 – 2:00 p.m.**  
**Peralta Oaks – 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)	2:00	1. Recommendation Granting the General Manager Authority to Enter Into a Memorandum of Understanding with the Bay Area Quagga Mussel Consortium	(Escobar)
(R)	2:10	2. Review of Cost Sharing Agreement with Water Agencies for Quagga Mussel Inspection Program at Lake Del Valle	(Escobar)
(I)	2:20	3. 2009 Committee Work Plan Review	(Waluch/Escobar)
(I)	2:40	4. 2010 Committee Draft Work Plan Review	(Waluch/Escobar)
(I)	3:00	5. Report on Richard C. Trudeau Training Center Building Operation	(Myli)
	3:20	6. Public Comments	
	3:25	7. Staff Comments	
	3:30	8. Adjourn	

**Status**

(R) Recommendation  
 (I) Information  
 (D) Discussion

**Board Operations Committee Members**

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

**Next Meeting**

January 21, 2010

**Distribution/Agenda Only**

Board of Directors  
 Mike Anderson  
 Chief Tim Anderson  
 Bob Doyle  
 Lt. David Dubow  
 Neal Fujita  
 Carol Johnson  
 Lt. Jon King  
 Lt. Wayne Morimoto

Erich Pfuehler  
 Ted Radosevich  
 Operations Mgrs./Sup.  
 Afton Crooks  
 Robert Herrick  
 Michael Kelley  
 Peter Rauch  
 Andy Schanks  
 Robert Wills

**Distribution/Full Packet**

Board Committee  
 Pat O'Brien  
 Dave Collins  
 John Escobar  
 Jack Kenny  
 Rick Parmer  
 Anne Scheer  
 Cinde Rubaloff  
 Clerk of the Board

Mimi Waluch  
 Amy Coulter  
 L.2428/Kalahahele/Surges  
 Police Assoc./Davis  
 Rich Guarienti  
 Jerry Kent  
 Norman LaForce  
 Judi Bank  
 Alan Kaplan

**Board of Directors**

Ted Radke President Ward 7	Doug Siden Vice-President Ward 4	Beverly Lane Treasurer Ward 6	Carol Severin Secretary Ward 3	John Sutter Ward 2	Whitney Dotson Ward 1	Ayn Wieskamp Ward 5	Pat O'Brien General Manager
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**2:00 p.m. Item**

**TO:** Board Operations Committee

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

**DATE:** December 17, 2009

**SUBJECT:** **Recommendation Granting the General Manager Authority to Enter into a Memorandum of Understanding with the Bay Area Quagga Mussel Consortium**

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In early 2008, the District began a program to prevent the spread of invasive quagga and zebra mussels, also known by their scientific name as Dressedid mussels, at the urging of local water agencies and in order to comply with California Department of Fish and Game (CDFG) law. Following Board action in June 2008, the Board authorized the General Manager to enter into cost-sharing agreements with local water agencies to fund a pilot inspection program for invasive Dressedid mussels at four District lakes: Del Valle, Lake Chabot, Contra Loma and Quarry Lakes. After District inspections began, State law AB2065 was adopted in 2009 that mandated operators of recreational reservoirs to develop a response program to prevent the spread of the invasive Dressedid mussels.

A staff task force has completed the District's program guidelines to comply with the State mandate. This document has been shared with the Bay Area Consortium, a five-county group of public agencies around the Bay Area that are actively working on the Dressedid mussel issue. The Consortium is attempting to set regional standards for Dressedid mussel prevention and has asked local agencies involved in the issue to enter into a Memorandum of Understanding (MOU) with each other to formally act as a regional group. In addition, the Consortium has secured \$250,000 in funding from CDFG to support invasive mussel prevention programs in the San Francisco Bay Area. The District is in line to receive a portion of these funds if it becomes an official member of the Consortium.

Staff is now recommending that the Board Operations Committee recommend authorization for the General Manager to enter into a Memorandum of Understanding agreement to formally join the Bay Area Consortium for the following reasons:

1. The District is already cooperating with a number of agencies regarding prevention of invasive Dressedid mussels into District lakes through cost-sharing agreements. Joining the Consortium will provide a more coordinated, regional approach to the quagga and zebra mussel issue that will increase the effectiveness of the District's program.

**Recommendation Granting the General Manager Authority to Enter into  
a Memorandum of Understanding with the Bay Area Quagga Mussel Consortium**

2. Since the funding from CDFG comes to the Bay Area Consortium, the District needs to be a formal member of the Consortium to receive that funding. Staff believes that the CDFG funding can be used to enhance the District's program to meet the goals of the Consortium as well as reduce current out of pocket operating costs. The Consortium also plans to lobby for additional funding in the future from other state and federal sources.



**2:10 p.m. Item**

**TO:** Board Operations Committee

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

**DATE:** December 17, 2009

**SUBJECT: Review of Cost-Sharing Agreement with Water Agencies for Quagga Mussel Inspection Program at Lake Del Valle**

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In June 2008, the Board authorized the General Manager to enter into cost-sharing agreements with local water agencies to fund an inspection program for invasive quagga and zebra mussels, also known by their scientific name as Dressedid mussels, at four District lakes. Inspections began at Del Valle, Lake Chabot, Contra Loma and Quarry Lakes as a pilot program in June and July of 2008. The inspection program has a cooperative funding arrangement between the District and the affected water agencies at the four District lakes. The cost-sharing agreement for Del Valle involves the District and three water agencies: Zone 7, Alameda County Water District, and Santa Clara Valley Water District. The agreement also represents the largest dollar value of all of the quagga cost-sharing agreements with a total net value of ~~\$274,000~~ \$317,278. The agreement for Del Valle was extended for one year through 2009 and now must be renewed for 2010 and into the foreseeable future.

District staff met with representatives of the affected water agencies who are supportive of continuing the Dressedid mussel inspection program at Lake Del Valle and they have indicated that their respective agencies will approve ongoing participation in the cost-sharing agreements. Staff requests the Board Operations Committee recommend that the General Manager be authorized to enter into cost-sharing agreements with affected water agencies for 2010 and, on an ongoing basis, into the future. District staff has also been participating in the Bay Area Consortium, which may provide funds to offset some of the inspection costs at Lake Del Valle as well as other District lakes.



**2:20 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** John Escobar, AGM, Operations  
**DATE:** December 17, 2009  
**SUBJECT: 2009 Committee Work Plan Review**

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The 2009 Board Operations Committee Work Plan and the Committee's progress on specific Work Plan projects are summarized below. Staff will be in attendance at the December 17 meeting to provide more detailed information and answer your questions regarding these projects. During 2009, the Board Operations Committee convened at ten of the eleven scheduled meetings.

**Policy Reviews and Recommendations**

1. Trail Use Change Checklist (Breines)  
*Completed July 2009, Board consideration August 2009*
2. 2009 Review of Ordinance 38 Revisions (King)  
*Completed July 2009, Board consideration August 2009*
3. Annual Review of Fee Schedule: 2010 (Coulter/Escobar)  
*Reviewed October, Completed November, Board consideration December 2009*
4. District Residence Policy (Waluch/Escobar)  
*2010 Work Plan*
5. Communication Site Policy (Waluch/Escobar)  
*2010 Work Plan*

**Concessionaire and Special Use Agreement Reviews and Recommendations**

6. Quarry Lakes Master Gardener Special Use Agreement (Waluch)  
*Completed January 2009, Board consideration May 2009*
7. Briones Archers Agreement (Waluch)  
*Completed January 2009, Board consideration March 2009*

## Concessionaire and Special Use Agreement Reviews and Recommendations

8. South Bay Soaring Society Agreement: Mission Peak  
*Completed February 2009, Board consideration March 2009* (Patterson/Waluch)
9. Martinez Horsemen's Association Special Use Agreement  
*Completed March 2009, Board consideration April 2009* (Fesler/Waluch)
10. Bay Area Radio Control Society Special Use Agreement  
*Reviewed March and April 2009, Board consideration May 2009* (Patterson/Waluch)
11. Row Chabot Pilot Program for Youth Rowing Special Use Agreement  
*Completed March 2009, Board consideration July 2009* (Waluch/Escobar)
12. Renewal of Castle Rock Arabians Special Use Agreement  
*Held Over by Committee April 2009* (Patterson/Escobar)
13. Renewal of Existing TowerCo Assets, LLC-Communication Site License  
*Completed April 2009, Board consideration May 2009* (Patterson/Escobar)
14. Mt. Diablo Silverado Council Boy Scouts Special Event Proposal\*  
*Completed April 2009, Request Retracted* (Margulici/Kenny)
15. Point Isabel Dog Owners and Friends (PIDO) Special Use Agreement\*  
*Completed May 2009, Board consideration June 2009* (Patterson/Waluch)
16. UC Berkeley Seismic Stations Communication License  
*Completed May 2009, Board consideration June 2009* (Waluch)
17. Save The Bay Special Use Agreement, MLK, Jr. Regional Shoreline  
*Completed May 2009, Board consideration June 2009* (Ragatz/Escobar)
18. Golden Gate Audubon Society Special Use Agreement\*  
*Completed May 2009, Board consideration June 2009* (Ragatz/Escobar)
19. City of Alameda Dog Exercise Area Special Use Agreement\*  
*Completed June 2009, Board consideration July 2009* (Patterson/Waluch)
20. Eden Medical Center Special Use Agreement: Chabot Overflow Parking\*  
*Completed June 2009, Board consideration July 2009, Medical Center refused to meet Park District insurance requirements, request withdrawn* (Waluch)
21. Update of Las Trampas Stables Operation and Review of New Concessionaire Agreement  
*Completed June 2009, Board consideration July 2009* (Waluch)
22. KQED Public Radio Communication Site License  
*Completed July 2009, Board consideration August 2009* (Patterson/Waluch)

## Concessionaire and Special Use Agreement Reviews and Recommendations

23. Lake Anza Beach Club Concession Agreement\* (Waluch)  
*Completed September 2009, Board consideration October 2009*
24. Ardenwood Café Food Concession Agreement (Waluch)  
*Completed October 2009, Board consideration November 2009*
25. California Splash II (Shadow Cliffs Associates) Concession Agreement (Waluch)  
*Completed October 2009, Board consideration December 2009*
26. Tilden Merry-Go-Round Concession Agreement\* (Waluch)  
*Completed October 2009, Board consideration December 2009*
27. Anthony Chabot Equestrian Center: New Concessionaire Agreement (Waluch/Escobar)  
*Completed November 2009, Board consideration December 2009*
28. New Resident Caretaker Agreement: Tyler Ranch, Pleasanton Ridge\* (Waluch/Escobar)  
*Completed November 2009, Board consideration December 2009*
29. Recommendation Granting the General Manager Authority to Enter Into a Memorandum of Understanding with the Bay Area Quagga Mussel Consortium\* (Kenny)  
*Scheduled December 2009, Board Consideration January 2010*
30. Brooks Island Caretaker Services RFP (Waluch)  
*2010 Work Plan*
31. Big Break Caretaker Services RFP (Waluch)  
*2010 Work Plan*
32. Tilden Seasonal Pony Ride RFP (Waluch)  
*2010 Work Plan*
33. Tilden Vollmer Peak Communication Site: Contra Costa County (Waluch)  
*2010 Work Plan*
34. City of Fremont Master Agreement (Waluch/Escobar)  
*2010 Work Plan*
35. Ardenwood Joe Perry Farms Concession Agreement (Waluch)  
*2010 Work Plan*
36. Ardenwood SPCRR Concession Agreement (Waluch)  
*2010 Work Plan*
37. Ardenwood Scott Thomas Blacksmith Concession Agreement (Waluch)  
*2010 Work Plan*

## Concessionaire and Special Use Agreement Reviews and Recommendations

- 38. Bee Cultivation Special Use Agreement (Waluch)  
*2010 Work Plan*
- 39. Shadow Cliffs Food and Marina Concession RFP (Waluch)  
*2010 Work Plan*
- 40. Contra Loma Food Service Concession RFP (Waluch)  
*2010 Work Plan*
- 41. Carquinez Velocitas Wireless Communication Site Agreement (Waluch)  
*2010 Work Plan*
- 42. Redwood Bowmen Special Use Agreement (Waluch)  
*2010 Work Plan*

## Informational Reports and Discussion Topics

- 43. Point of Sale Pilot Program Update (Margulici)  
*Completed January 2009*
- 44. 2008 Committee Work Plan Review (Chiefs/Escobar)  
*Completed January 2009*
- 45. Las Trampas Stables Update (Waluch/Escobar)  
*Completed February 2009*
- 46. Point Pinole Vegetation Management Project (Hitchen/Swanson)  
*Completed February 2009*
- 47. 2009 Committee Draft Work Plan Review (Chiefs/Escobar)  
*Completed February 2009*
- 48. 2009 Camping Plan Update (Kenny)  
*Completed April 2009*
- 49. Trails Challenge 2009: Program Update (Kassebaum)  
*Completed July 2009*
- 50. Quagga Mussel Inspection Program Update (Kenny)  
*Completed September 2009*
- 51. 2009 Mid-Year Report: Interpretive Services Docent Program Update (Kaiser)  
*Completed September 2009*
- 52. Reservable Facilities Update (McNally)  
*Completed September 2009*

## Informational Reports and Discussion Topics

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|-----|--|------------------|
| 53. | Interpretive & Recreation Services Outreach Update<br><i>Completed November 2009</i>               | (Hales)          |
| 54. | Report on Richard C. Trudeau Training Center Building Operation*<br><i>Scheduled December 2009</i> | (Myli)           |
| 55. | 2009 Committee Work Plan Review<br><i>Scheduled December 2009</i>                                  | (Chiefs/Escobar) |
| 56. | 2010 Committee Draft Work Plan Review<br><i>Scheduled December 2009 and January 2010</i>           | (Escobar)        |
| 57. | ADA Program Update<br><i>2010 Work Plan</i>  | (Staff)          |
| 58. | Concessionaire Maintenance Fund Review<br><i>2010 Work Plan</i>                                    | (Waluch)         |
| 59. | Disaster Preparedness Update<br><i>2010 Work Plan</i>  | (Moss)           |
| 60. | Revenue Manual Procedures for Consideration of New Special Uses<br><i>2010 Work Plan</i>           | (Waluch)         |
| 61. | Service Yard/Park Office Facility Study Update<br><i>2010 Work Plan</i>                            | (Scheer)         |
| 62. | Mobile Visitor Center Update<br><i>2010 Work Plan</i>  | (Parmer)         |
| 63. | Mobile Fish Exhibit Update<br><i>2010 Work Plan</i>  | (Parmer)         |
| 64. | Oral History and Video Project Update<br><i>2010 Work Plan</i>                                     | (Parent/Kenny)   |

\* *2009 Unanticipated Projects and Issues Addressed by Board Operations Committee*



**2:40 p.m. Item**

**TO:** Board Operations Committee  
**FROM:** John Escobar, AGM of Operations  
**DATE:** December 17, 2009  
**SUBJECT:** 2010 Board Operations Committee Draft Work Plan Review

Staff has developed the first draft 2010 Board Operations Committee Work Plan for Committee member review and comment at your last 2009 Board Operations Committee Meeting. Staff will incorporate your suggested changes into the Draft Work Plan for the review and approval of the 2010 Board Operations Committee at their January Meeting.

<b>Item</b>	<b>Description</b>	<b>Staff</b>
<b>Policy Reviews and Recommendations</b>		
1.	Review District Residence Policy	(Waluch/Escobar)
2.	Fees and Charges (Annual)	(Waluch)
3.	Review Ordinance 38 (Annual)	(Ruppenthal)
4.	Review Communications Site Policy	(Staff)
<b>Concessionaire and Special Use Agreement Reviews and Recommendations</b>		
5.	Ardenwood City of Fremont Master Agreement	(Waluch)
6.	Ardenwood Food Service Concession RFP	(Waluch)
7.	Ardenwood Joe Perry Farms Concession	(Waluch)
8.	Ardenwood SPCRR Concession	(Waluch)
9.	Ardenwood Scott Thomas Blacksmith Concession	(Waluch)
10.	Ardenwood Bee Cultivation Special Use Agreement	(Waluch)
11.	Big Break Caretaker Services RFP	(Waluch)
12.	Brooks Island Caretaker Services RFP	(Waluch)
13.	Carquinez Communication Site: Velocitas Wireless	(Waluch)
14.	Castle Rock Arabians Special Use Agreement	(Waluch)
15.	Contra Loma Food Concession RFP	(Waluch)
16.	Crown Beach Boy Scouts of America Special Use Agreement	(Waluch)
17.	Crown Beach Windsurf Concession RFP	(Waluch)

## 2010 Board Operations Committee Draft Work Plan Review

### Concessionaire and Special Use Agreement Reviews and Recommendations

18. District Wide Vending Machine RFP (Waluch)
19. Redwood Bowmen Special Use Agreement (Waluch)
20. Roberts Pool Montclair Swim Team Special Use Agreement (Waluch)
21. Shadow Cliffs Food and Marina Concession RFP (Waluch)
22. Shadow Cliffs Open Water Swim Club – ORCAS (Waluch)
23. Shadow Cliffs Open Water Swim Club – SOWAT (Waluch)
24. Tilden Lake Anza Food Concession RFP (Waluch)
25. Tilden Seasonal Pony Ride RFP (Waluch)
26. Tilden Vollmer Peak Communication Site: BART (Waluch)
27. Tilden Vollmer Peak Communication Site: CA Dept. of Transportation (Waluch)
28. Tilden Vollmer Peak Communication Site: CA Highway Patrol (Waluch)
29. Tilden Vollmer Peak Communication Site: Contra Costa County (Waluch)
30. Tilden Vollmer Peak Communication Site: EBMUD (Waluch)
31. Vasco Caves Caretaker Services RFP (Waluch)

### Informational Reports and Discussion Topics

32. ADA Program Plan Update (Staff)
33. Docent Program Update (Parmer/Kaiser)
34. Review Concessionaire Maintenance Fund Program (Waluch)
35. Disaster Preparedness Update (Moss)
36. Revenue Manual Procedures for Consideration of New Special Uses (Waluch)
37. Service Yard/Park Office Facility Study Update (Scheer)
38. Mobile Visitor Exhibits Update (Parmer/Kaiser)
39. Oral History and Video Project Update (Parent/Kenny)
40. 2010 Board Operations Committee Work Plan Review (Chiefs/Escobar)
41. 2011 Board Operations Committee Draft Work Plan (Chiefs/Escobar)



**3:00 p.m. Item**

TO: Board Operations Committee  
 FROM: Steven Myli, Facilities Manager  
 DATE: December 17, 2009  
 SUBJECT: **Report on Richard C. Trudeau Training Center Building Operation**

On June 1, 1999, the Board of Directors adopted a Use and Guidelines Policy for the Skyline Training Center following several months of discussion, negotiations, and compromise by representatives of both the Homeowners of Crestmont Association (HCA) and District staff. The Board of Directors retained the right to modify or revise the guidelines through a public hearing process.

The daily operation of the Trudeau Training Center was assigned to the Office Services Department in 2001. The Skyline Training Center was renamed the Richard C. Trudeau Training Center by Board action on September 4, 2001, and the Trudeau Training Center was dedicated on April 23, 2003. In the first year after the dedication, staff focused on correcting acoustic and heating/cooling system problems at the Trudeau Training Center and limited usage of the site.

The Use Guidelines adopted in 1999 before the name change are still in force and, from January 2004 through May of 2006, District users and outside groups reserved the site by coordinating directly with the District's Facilities Manager. In May 2006, the reservation process for District users was placed in the calendar section of Outlook to allow District staff to reserve the facility directly. Outside groups still coordinate directly with the District's Facilities Manager.

Steve Myli, Facilities Manager, will be present at the Committee's December 17<sup>th</sup> meeting to review with the Committee the Use Guidelines (Exhibit A, attached) and reservation process for the Richard C. Trudeau Training Center.

Attachment

Exhibit A: Skylines Training Center Use Guidelines dated 6/1/99

Deleted: Trudeau

Board of Directors

Ted Radtke President Ward 7	Doug Sifen Vice-President Ward 4	Beverly Lane Treasurer Ward 6	Carol Severin Secretary Ward 3	John Sutter Ward 2	Whitney Dotson Ward 1	Ayn Wieskamp Ward 5	Pat O'Brien General Manager
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**Exhibit A**  
**SKYLINE TRAINING CENTER USE GUIDELINES**  
**Revised by Board of Directors 6/1/99**

- I) Uses: Uses shall be limited to training, business meetings, and park-related activities. "Business meetings" means structured meetings, with a set agenda, aimed at accomplishing the specified business or presenting a program.
- a) Users shall have priority as follows:
- 1<sup>st</sup> priority –Official District Activities
  - 2<sup>nd</sup> priority –Other government agencies' official training programs and meetings
  - 3<sup>rd</sup> priority –Community based organization meetings
  - 4<sup>th</sup> priority –Private business training and meetings

Uses shall be limited to civic activities of business meetings, training and direct park related activities such as nature lectures. "Business meetings" means structured meetings, with a set agenda, aimed at accomplishing the specified business or presenting a program.

- b) Parties will not be allowed. "Parties" shall include weddings, receptions, social celebrations, and dinners or luncheons.

- b.1) No more than 20% of time for any event may be "social time"

The following are examples of "social time" that are allowable under I.b.1:

Food service that accompanies, as a secondary activity, working meetings.

Serving pastries, fruit and coffee during the morning

A lunch during an all day meeting or training

Refreshments and hors d'oeuvres at a graduation/closing of full-day training or meeting

A closing dinner at the end of a full-day training or meeting

The following is not allowed under I.b.1:

Dinners where the main focus is social or celebratory, except as allowed above

Luncheons where the main focus is social or celebratory, except as allowed above

"Meetings" where the main purpose is to have lunch or dinner and socialize with co-workers or club members and the "business" portion of the "meeting" is less than 80% of the time.

Luncheons or dinners where "team building", "morale improvement," or "celebration honoring/acknowledging...." is the primary objective. Except when it is a part of an official Park District function.

- c) Amplified music shall not be allowed.
  - d) Beer and wine only (no other alcoholic beverages) may be served on a limited number of days not to exceed 20% of the days each month (6 days).
    - d.1 Caterers will be advised to limit service to 2 alcoholic beverages per person.
    - d.2 All time during which the caterer or user serves or consumes either alcoholic beverages or food or both shall be considered social time. No more than 20% of the time of any event may be social time.
    - d.3 The serving of food, alcohol and associated socializing will be secondary to and directly related to the conduct of meetings or training.
  - e) The District shall prepare a standard form of agreement to be provided to users and to caterers and food service.
- 2) Hours of operation and occupancy limits: The occupancy limits (maximum total building occupancy) for each time frame are set forth below. The District shall be responsible for enforcing, either directly or contractually, the hours of operation and the occupancy limits. Occasional setup, event preparation, unexpectedly early arrivals, clean-up or other ancillary activities conducted by fewer than 10 people and extending one hour before or one hour after the permitted hours of operation are allowable under these guidelines.

Weekday Hours:

7:00 a.m. to 6:00 p.m.: occupancy of up to 80 people, except that on 20 weekdays per year, occupancy may be up to 200 people or the maximum occupancy allowed by the Fire Code, which ever is less.

6:00 p.m. to 10:00 p.m. occupancy of 70 or fewer.

Weekend and Holidays Hours:

8:00 a.m. to 8:00 p.m.: occupancy of 70 or fewer.

- 3) Parking: Parking for the facility shall be in compliance with the City of Oakland parking requirements. EBRPD will take all reasonable steps to encourage users of the facility to park on-site.