



BOARD OPERATIONS COMMITTEE

Thursday, February 17, 2011– 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>
(I)	2:00	1. Tidewater Boating Center Update	(Kassebaum/Oakland Strokes)
(R)	2:15	2. Review of Caretaker Agreement: Brooks Island Regional Shoreline	(Waluch)
(R)	2:30	3. Review of Bay Area Radio Control Society Special Use Agreement: Pt. Pinole Regional Shoreline	(Patterson/Waluch)
(D)	2:45	4. 2011 Committee Draft Work Plan Review	(Waluch/Escobar)
	3:15	5. Public Comments	
	3:25	6. Staff Comments	
	3:30	7. Adjourn	

Status

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

Board Operations Committee Members

Carol Severin, Chair; Ayn Wieskamp; Doug Siden;
Whitney Dotson (Alternate); John Escobar (Staff Coordinator)

Next Meeting

March 10, 2011

Distribution/Agenda Only

Board of Directors	Erich Pfuehler
Mike Anderson	Ted Radosevich
Chief Tim Anderson	Cinde Rubaloff
Dave Collins	Afton Crooks
Nancy Wenninger	Robert Herrick
David Dubow	Michael Kelley
Neal Fujita	Peter Rauch
Carol Johnson	Andy Schanks
Lt. Jon King	Robert Wills
Lance Brede	Operations Mgrs./Sup.

Distribution/Full Packet

Clerk of the Board	Cliff Rocha/Local 2428
Board Committee	Bill Surges/Local 2428
Bob Doyle	Dave Kalahale/Local 2428
John Escobar	Tyrone Davis/Police Association
Jeff Wilson	Glenn Kirby/PAC
Rick Parmer	Jerry Kent
Anne Scheer	Norman LaForce
Nancy Kaiser	Judi Bank/PAC
Anne Kassebaum/Elizabeth Hales	Steve Soderstrom/PAC
Mimi Waluch	Beth Anderson
John Hitchen	

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2:00 p.m. Item

TO: Board Operations Committee
FROM: Anne Kassebaum, Recreation Services Manager
DATE: February 17, 2011
SUBJECT: Tidewater Boating Center Update

Recreation Services Manager, Anne Kassebaum, will provide an update regarding the facility and program operations of the Tidewater Boating Center. Beth Anderson, Program Director of Oakland Strokes, will provide a report on their move to Boating Center Building #2 and initial operation, including a plan for community outreach to nearby neighborhoods and area youth. Since early fall, District staff has been meeting on a monthly basis with members of Oakland Strokes to discuss construction timelines, alarm and security issues, building modifications, parking, gate access, dock usage, lease agreement, move-in date, etc.

In mid-January, the Outdoor Recreation work group relocated their offices from the Redwood Schoolhouse to the Tidewater Boating Center. This work group includes the Recreation Supervisor, Recreation Assistant, and Office Assistant. The new Recreation Coordinator position for the facility is in the recruitment and hiring process. This work group also coordinated the transfer of 22 canoes and 2 trailers to be placed in Building #3, that were generously donated by Save The Bay. District program plans for the coming year include 6 canoe trips for the Girl Scouts of Northern California in the spring, boating trips as part of Park'n It Day Camp this coming summer, and an on-site activity day for the Community Outdoor-Outreach Program (CO-OP). Planning is underway with a consultant, the Aquatics Unit and staff for additional environmental education and recreational programs in conjunction with other community-based organizations and schools that will be offered later in the year.

Boat racks are currently being installed in Building #2 and Oakland Strokes should complete their move from Jack London Aquatic Center to the Tidewater Boating Center in the coming weeks. Dedication of the Tidewater Boating Center is scheduled for March 5. In addition, the Board of Directors approved a modification of the adjacent Flexi-Van land lease agreement to provide additional parking for Oakland Strokes team members. Parking improvements, to be completed in the next three months, will ensure that Boating Center programs and activities do not monopolize the available public parking.

This report is for informational purposes only. No formal Board Committee action is required. District staff and the Oakland Strokes will present progress reports annually to the Board Operations Committee through at least the first five years of Boating Center operations.

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2:15 p.m. Item

TO: Board Operations Committee

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

DATE: February 17, 2011

SUBJECT: Review of Caretaker Agreement: Brooks Island Regional Shoreline

Brooks Island Regional Shoreline requires Caretaker services to monitor the property for safety and security and protect the Island and resources of this environmentally sensitive area. The previous Caretakers, Roy Tedder and Heather Hailey, ended their services February 2008. A thorough site debris removal project along with Caretaker residence facility upgrades were needed prior to placing the next Caretaker. A solar system was installed to help alleviate the need for extensive generator use, and maintenance to the compostable toilet facilities was completed.

The Caretaker shall live in the designated residence full time as their primary residence, provide their own motor boat for travel between the Island and mainland, maintain chemical toilets and vegetation in the residential and public use areas, and be available to meet with District staff who lead tours at designated times, in addition to routine patrol of the site.

After several months of advertising and interviewing twelve potential Caretaker candidates for this unique opportunity, Mr. Mathew Allen is considered the best candidate. Mr. Allen is familiar with the San Francisco Bay, and in particular the Richmond Marina area, being a recent resident at the Marina for the past several years. He has extensive training in maintenance, service and monitoring of electrical, plumbing, and mechanical and instrumentation installations, upgrades, and improvements, with a particular interest in the new solar roof system and compostable toilet process. Additionally, Mr. Allen is skilled in carpentry and grounds maintenance techniques.

Staff recommends entering into a Caretaker Agreement for Brooks Island Regional Shoreline with Mr. Mathew Allen. The Agreement would be for one year with two one-year options, commencing March 1, 2011. The cost to the District for this action is \$33,000 per year, to increase by 1.5% annually during the term of this Agreement. The initial annual contract costs compute to \$2,750 per month for providing Caretaker services at Brooks Island Regional Shoreline.

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2:30 p.m. Item

TO: Board Operations Committee
FROM: Renee Patterson, Administrative Analyst II
Mimi Waluch, Revenue and Administration Manager
DATE: February 17, 2011
**SUBJECT: Review of Bay Area Radio Control Society Special Use Agreement:
Pt. Pinole Regional Shoreline**

At the April 16, 2009 meeting, the Board Operations Committee recommended approval for Bay Area Radio Control Society (BARCS) to use a portion of the former Bruener Property for a two-year term in recognition of the potential conflict this special use may have with future marsh restoration projects. Currently, it has been determined by District staff in charge of the restoration project that the project will not break ground for at least another year; therefore, the District can extend the BARCS Special Use Agreement for an additional year.

Staff recommends authorizing an extension of the Special Use Agreement with BARCS which will allow its members the exclusive use of a portion of the land formerly known as the Bruener Property, adjacent to the Point Pinole Regional Shoreline, in order to continue to conduct radio-controlled model aviation activities. The extension of the Agreement will be for one year, commencing, June 5, 2011. The District will have sole discretion to terminate at any time with 180 days notice. The District will receive \$2,400 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), 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 the land since 1981. The District has had an agreement with BARCS since June 2007. Park Supervisor John Hitchen reports that club members have worked cooperatively with Park staff. BARCS currently maintains the field and landing strip, a small container to store safety equipment, and other sundry items. BARCS also provides and maintains a portable toilet at the site.

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2:45 p.m. Item

TO: Board Operations Committee
FROM: John Escobar, AGM, Operations
DATE: February 17, 2011
SUBJECT: 2011 Committee Draft Work Plan Review

Staff developed the first draft of the 2011 Board Operations Committee Work Plan for review and comment at the Committee's last meeting of 2010. Staff incorporated the Committee's suggested changes into the Draft Work Plan for review and approval of the incoming 2011 Board Operations Committee members at their February 17, 2011 meeting.

Item Description Staff

Policy Reviews and Recommendations

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| 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) |
| 5. Camping Task Force (or Executive Committee) | (Wilson/Escobar) |

Concessionaire and Special Use Agreement Reviews and Recommendations

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| 6. Anthony Chabot Skyline Ranch Concession RFP | (Waluch) |
| 7. Ardenwood Food Service Concession RFP | (Waluch) |
| 8. Ardenwood Scott Thomas Blacksmith Concession | (Waluch) |
| 9. Big Break Caretaker Services | (Waluch) |
| 10. Briones Equestrian Day Camp | (Waluch) |
| 11. Brooks Island Caretaker Services | (Waluch) |
| 12. Castle Rock Arabians Special Use Agreement | (Waluch) |
| 13. Del Valle Kayak and Boardsailing Concession RFP | (Waluch) |

Board of Directors

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| 14. | Facilities Preferred Caterers RFP | (McNally/Waluch) |
| 15. | Mission Peak Wings of Rogallo Special Use Agreement | (Waluch) |
| 16. | Pt. Pinole Bay Area Radio Control Society Special Use Agreement | (Patterson) |
| 17. | Redwood Piedmont Stables Concession RFP | (Waluch) |
| 18. | Redwood Bowmen Special Use Agreement | (Waluch) |
| 19. | Redwood Arena Special Use Agreement | (Waluch) |
| 20. | Shadow Cliffs Waterslide Concession Review | (Waluch) |
| 21. | Shadow Cliffs Food and Marina Concession RFP | (Waluch) |
| 22. | Tilden Golden Gate Live Steamers Special Use Agreement | (Waluch) |
| 23. | Tilden Lake Anza Food Concession RFP | (Waluch) |
| 24. | Tilden Vollmer Peak Communication Site: CA Highway Patrol | (Waluch) |
| 25. | Tilden Vollmer Peak Communication Site: Contra Costa County | (Waluch) |
| 26. | Tilden Vollmer Peak Communication Site: EBMUD | (Waluch) |
| 27. | Vasco Caves Caretaker Services | (Waluch) |

Informational Reports and Discussion Topics

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| 28. | ADA Program Plan Update | (Scheer) |
| 29. | Docent Program Update | (Parmer/Kaiser) |
| 30. | Review Concessionaire Maintenance Fund Program | (Waluch) |
| 31. | Disaster Preparedness Update | (Moss) |
| 32. | Revenue Manual Procedures for Review of New Special Uses | (Waluch) |
| 33. | Service Yard/Park Office Facility Study Update | (Scheer) |
| 34. | Mobile Visitor Exhibits Update | (Parmer/Kaiser) |
| 35. | Oral History and Video Project Update | (Parent/Kenny) |
| 36. | 2011 Board Operations Committee Work Plan Review | (Chiefs/Escobar) |
| 37. | 2012 Board Operations Committee Draft Work Plan | (Chiefs/Escobar) |
| 38. | Camp Arroyo Update | (Kassebaum/Partners) |
| 39. | Tidewater Boating Center Update | (Kassebaum/Partners) |