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BOARD OPERATIONS COMMITTEE
Thursday, September 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>
(I)	2:00	1. Quagga Mussel Inspection Program Update	(Kenny)
(R)	2:20	2. Extension of Current Lake Anza Beach Club Concession Agreement: Tilden Regional Park	(Waluch)
(I)	2:40	3. 2009 Mid-Year Report: Interpretive Services Unit Docent Program Update	(Kaiser)
(I)	3:00	4. Reservable Facilities Update	(McNally)
	3:20	5. Public Comments	
	3:25	6. Staff Comments	
	3:30	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 - 2009
 October 21 (new date)*
 November 19
 December 17

*** Please Note:**

The October Board Operations Committee meeting will be held on Wednesday, October 21, 2009, at 2:00 p.m., Peralta Oaks Board Room

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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AGENDA
REGULAR MEETING
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, October 20, 2009

C. BUSINESS BEFORE THE BOARD

8. BOARD COMMITTEE REPORTS

c. Operations (09/17/09) (Severin)

Present

Board: Directors Carol Severin (Chair), Whitney Dotson, John Sutter

Staff: John Escobar, Jack Kenny, Mimi Waluch, Nancy Kaiser, Warren Schultz,
Michael McNally, Renée Patterson, Bill Surges (Union Representative)

Public: Rich Guarienti (PAC), Peter Rauch (CNPS), Daniel Bergerac, Eddie Lundeen
(Jobetty, LLC)

I. Quagga Mussel Prevention Program Update

Jack Kenny, Chief, Park Operations, reported that since the District's Quagga Mussel Prevention Program has now been in place for over a year, staff thought it appropriate to provide the Committee with an update on how the program is operating, the proposed course of action for 2010, and possible implications for changes in service levels to the public. Following the program's inception, State law AB2065 was adopted mandating that operators of recreational reservoirs develop a response program to prevent the spread of the invasive quagga and zebra Dresseid mussel.

In his slide presentation, Chief Kenny demonstrated how the program is operating at four District lakes: Del Valle, Lake Chabot, Contra Loma and Quarry Lakes. He noted that Del Valle, which experiences 10,000 private launches a year, is where the majority of inspectors are located. The cost of hiring four new staff and a supervisor at Del Valle is shared with three water agencies that get their water from the lake: Santa Clara Valley Water District, Zone 7 Water Agency, and Alameda County Water District. Del Valle and Quarry Lakes employ District inspectors. At Contra Loma, Contra Costa Water District (CCWD) uses a contractor for boat inspections and the District shares the cost for nine months of the year. At Lake Chabot, inspections are conducted by the concessionaire's marina staff. Lakes Unit Manager Warren Schultz reported that District employees have completed boat inspection training through Fish and Game.

Chief Kenny also distributed a statistical report showing the number of inspections at each of the lakes and their failure rates. In response to Director Carol Severin who asked about staff's definition of a "failure," Chief Kenny suggested a failure might include a boater who has come from a lake where there are known infestations of mussels, or whose boat contains standing water, or is not clean and dry. Chief Kenny indicated that those boaters who fail inspection receive a refund of their inspection fee. It was noted that Del Valle has the highest failure rate of all District sites (6%), probably because many boaters visiting the lake from distant locations are unaware of the mussel inspection program. In response, staff has implemented a public education program that includes posting information about the inspection program at boat stores and bait shops. Inspections so far indicate that no mussels have been found in District lakes.

Chief Kenny reported that a staff task force, chaired by Unit Manager Schultz, continues to meet monthly. Staff recently completed a written document containing program guidelines to comply with the State mandate. This document will be shared with the Bay Area Consortium (BAC), a group of agencies from around the Bay who are working to develop a common response to this issue. The BAC is asking each agency to approach their governing boards for approval to sign a Memorandum of Understanding. The Consortium has received a grant of \$250,000 from Fish & Game and is currently developing a process to distribute funds to participating agencies.

2. Extension of Current Lake Anza Beach club Concession Agreement: Tilden Regional Park

Administrative Analyst Renée Patterson reviewed the history of the Tilden Lake Anza food concession, recalling that the concession was closed in 2004 to complete various facility modifications required by the Contra Costa Health Department. At its May 15, 2008 meeting, the Board Operations Committee authorized a two-year agreement for Jobetty LLC to re-introduce food service to this location as the Lake Anza Beach Club. Delays in construction postponed the re-opening from the 2008 swim season into 2009, thereby reducing the operating term of the concession agreement. Given the delays in completing the modifications, Jobetty LLC did not have the opportunity to operate for the two seasons envisioned under the 2008 agreement. Therefore, staff is recommending extension of the current concession agreement to operate Lake Anza Beach Club through December 2010.

Revenue & Administration Manager Mimi Waluch introduced the current concessionaires, Dan Bergerac and Eddie Lundeen, who reported that year-to-date sales total \$90,000, which translates to \$5,000 in concession fees to the District. Mr. Bergerac predicts increased potential sales for the 2010 season but noted the need for improved marketing, to include the steam train and Little Farm, to move people around the park and encourage them to explore all that Tilden has to offer.

Mr. Bergerac noted that the cafe is sometimes asked to "sell" cash to customers using credit cards who are unable to use their card for access to the swim area. John Escobar, AGM,

Operations, explained that required internet access to process credit is not available in some of the District's remote locations. Director Sutter said he understood the need for a uniform policy; however, he encouraged staff to further explore the use of credit cards where internet access is available.

Mr. Bergerac reported that the cafe has garnered great press this year, crediting Public Information Supervisor Shelly Lewis, for an article in *Sunset Magazine*. The cafe has also received mention in the *Contra Costa Times*, *Oakland Tribune* and *East Bay Express* (which also made mention of Tilden Golf Course). As an aside, PAC Chairman Rich Guarienti remarked on how much he enjoyed the food served at the Lake Anza beach Club. Director Severin thanked Mr. Bergerac and Mr. Lundeen for hosting lunch during the Board's recent field trip to the cafe.

Director Sutter moved to recommend extension of the current concession agreement to operate Lake Anza Beach Club through December 2010. Director Dotson seconded the recommendation, which was unanimously approved (3-0).

3. 2009 Mid-Year Report: Interpretive Services Unit Docent Involvement Program

Interpretive Services Manager Nancy Kaiser presented highlights of the District's 2009 Docent Involvement Program as it approaches the century mark of 100 Docent Coordinators. Over seventy Docent Coordinators attended the first all-docent dinner in December 2008. The event created an opportunity for docents from all six visitor centers to meet and learn about the positive contributions being made to the program by everyone.

Ms. Kaiser reported that while the Committee meets today, docents are at Quarry Lakes assisting naturalists working with Logan High School and providing a field study experience for 1,000 freshmen involved in a two-week interpretive program. Ms. Kaiser contends that without the valuable assistance of our docents, this type of educational partnering would not be possible.

A unique approach to attracting prospective docents was recently introduced by Docent Coordinator Mike Moran of Black Diamond. Mr. Moran has hosted two "morning coffees" to welcome prospective docents and answer questions. Out of a total of twelve individuals who attended the coffees, ten have signed up for docent training. Ms. Kaiser noted that the current pool of docent coordinators represents a wide diversity in age, careers, and ethnicity.

In response to Director Dotson's question about the type of training required of docents, Ms. Kaiser described how each docent must successfully complete 6-10 90-minute to 3-hour training programs. Each of the Docent Coordinators has the ability to create their own docent training program unique to their particular site.

Director Severin remarked favorably on Ms. Kaiser's presentation and program report, commenting that the Board has in the past expressed a strong interest in expanding this group of volunteers. The Committee congratulated Ms. Kaiser on the success of the program, and

she responded by commending staff who are highly committed to exploring ways to bring new opportunities to the program.

4. Reservable Facilities Update

Facilities Supervisor Mike McNally presented a series of slides which included a schedule of upcoming events and summary of revenue generated by each reservable facility. Mr. McNally also updated the Committee on facility improvements which include:

<u>Brazilian Room:</u>	Audio-visual system, ceiling work, and fireplace conversion to natural gas
<u>Temescal:</u>	Lighting for patio and path
<u>Fern Cottage:</u>	Conference room table, backyard landscaping
<u>Camp Arroyo:</u>	Cubby storage replacement in cabins, solar heating system for pool to be installed

Marketing plans include: working with Public Affairs and Regional In Nature; attending business mixers and expos; and mailings to businesses, and educational and medical institutions.

The recently installed audio-visual system at the Brazilian Room will be offered for rental at an additional charge. Staff anticipates the system will be especially popular for business meetings, weddings and memorials.

It was noted that the Shoreline Center, being relatively unknown, is under-utilized; therefore, staff intends to more aggressively market the Center for meetings.

In response to Director Sutter's inquiry about the Trudeau Training Center, Mr. McNally indicated that Trudeau is managed by Facilities Manager Steve Myli and is primarily used for staff training and by other agencies. The YMCA uses Camp Arroyo during the school year and the Taylor Family Foundation uses the facility for its annual summer camp program.

Director Sutter remarked that he thought it odd that the reservation process for the Trudeau Center is handled differently from other facility reservations. AGM Escobar suggested that this might be tied to restrictions related to the neighborhood conditional use permit, and agreed to have staff review the issue with Facilities Manager Myli and Management Services AGM Dave Collins.

Mr. McNally was pleased to report that Facilities administration is working to reduce paperwork in hard copies by greater use of the internet-based systems. Rather than have clients pick up informational packets, Facilities staff is now e-mailing information thereby saving a significant amount of paper.

In summary, revenues are higher this year, with Brazilian Room weddings being the big driver of increased revenue, followed by Temescal reservations. Although Fern Cottage is in a good location and provides a great venue for family reunions, it is under-utilized mainly because the park closes at 8:00 p.m. in summer and 5:00 p.m. in winter, discouraging some evening events.

It is hoped that once the dam project is complete, a gate could be installed allowing guests to leave later in the evening.

5. Public Comments

Director Sutter was asked by Peter Rauch, CNPA, to raise the issue of the District's wildland control policies for the purpose of improving the health of the District's native habitats. AGM Escobar has discussed this concern with Mike Anderson who agreed to place the issue on the November agenda of the Board Natural & Cultural Resources Committee. At that time, staff will provide the Committee with an update on the Park District's weed management program.

6. Staff Comments

AGM Escobar reported that the California Native Plant Society (CNPS) has generously agreed to cover registration fees for one of three District employees to attend the Cal-IPC Annual Symposium on Wildland Weed Management scheduled for October 8-10 in Visalia.

Director Severin adjourned the meeting at 3:15 p.m. The next meeting of the Board Operations Committee will be held on Thursday, October 22, 2009, at 2:00 p.m. at the Trudeau Training Center.