

# Port Costa Conservation Society

Consideration for joint use of the Port Costa School

Operation, Maintenance, Restoration and Non-Binding Memorandum of Understanding documents for the Historic Port Costa School



# **PCCS DOCUMENTS**

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## **INTRODUCTORY INFORMATION**

The following information is being distributed to the Citizens of Port Costa and Conservation Society Members to provide as much transparency and participation in the decision making process of the Society as possible.

It is our hope that the following information will communicate the financial challenges the Society is facing to operate, maintain and restore the School Building and make the case for fair consideration of the joint use concept for the school building with compatible organization (s). In the past we have discussed joint use of part of the buildings with other non-profits and one business that did not progress beyond preliminary discussions. The current opportunity has progressed to the point where a conceptual plan developed with input from the town and members of the Society is required to determine the viability of the project. To that end a Non-Binding Memorandum of understanding (MOU) can provide a mechanism for developing a conceptual program and plan that the Society can consider prior to accepting or rejecting the proposal. Ownership and management of the School will be maintained by the PCCS.

It is our intent to engage all interested parties to evaluate and perform the due diligence required to determine if the Field Semester program is a viable joint use tenant for the building and property.

# PORT COSTA CONSERVATION SOCIETY

*Preserving the Best of Port Costa for Future Generations*



PO Box 36, Port Costa, California 94569-0036    [www.Facebook.com/PortCosta](http://www.Facebook.com/PortCosta)    [pccs.info@yahoo.com](mailto:pccs.info@yahoo.com)

September 28, 2016

Dear Port Costa Resident and / or Port Costa Conservation Society Member,

Over the years, many of you have donated time and offered support of the Port Costa Conservation Society's efforts to restore the historic Port Costa School building. The PCCS board has worked hard to keep the building maintained and available for community use. Many volunteers have rolled up their sleeves and pitched in at work parties repairing and restoring the building and grounds together as neighbors and friends. But after many years, there is still much to do to finish the restoration.

In this past year, an opportunity was presented to the Port Costa Conservation Society Board by The Field Semester educational project and the Bull Valley Agricultural Center. It is a way to have our school building completed in a short time. The private school project would raise funds to pay for the restoration in exchange for leased use of a portion of the building. This collaboration would allow shared use of our school, with the PCCS retaining ownership, management and control of the building, including year around access for continued community use. The PCCS has developed a Draft Facility Program to consolidate and collect input for the continued design and development of the facility to best serve our members and our community. The purpose of this Draft is to provide a starting point from which to design and develop a final program for the building, playground and field consistent with our mission. The results will define our requirements for discussing this project with the Field Semester.

As any proposed project or method of funding will impact the community in different ways, we are reaching out to members and residents to give everyone a chance to participate in this decision and voice their considered opinions. For those who have attended the PCCS meetings or any of the Field Semester information sessions, we hope you have had a chance to process the information presented and we welcome your comments, concerns, ideas, and suggestions. We welcome your input in planning the future of our historic Port Costa school building.

We want to hear what you have to say.

Please respond with questions or comments to the PCCS board by letter or email.

- PCCS, P.O. Box 36, Port Costa, CA 94569
- [pccs.info@yahoo.com](mailto:pccs.info@yahoo.com)
- Or bring them to the PCCS regular board meeting on Oct. 17, 2016

Thank you,

The Port Costa Conservation Society - Board

## Port Costa Conservation Society

Chairman, Ridge Greene  
Vice Chair, Jeff Wilson  
Secretary, Anne Mann  
Treasurer, Sarah Louise Humann  
Financial Secretary, Mitch Polzak

TIN# 94-2589386- PNP#1273739

# MAINTENANCE AND OPERATIONS

## Income and Expense Trends:

This document collects annual expense information into common categories in order to demonstrate that our costs are rising annually and as more systems and improvements to the building are completed.

We are currently spending more money than we receive.

## PCCS School Operational Cost Estimates:

This Document provides an estimate of current deferred and future annualized maintenance costs showing the funds that are required to cover long term costs and how those costs will increase as the building is improved. For example if the roof lasts 30 years and costs \$56,000 the annualized cost is  $1/30^{\text{th}}$  of the cost or \$1,870 dollars a year. The current roof is about 25 years old.

Our current income does not allow us to set aside enough funds to cover future maintenance costs.

This information is provided to demonstrate the challenge the Society faces to maintain and operate our building and properties.

**PORT COSTA CONSERVATION SOCIETY  
ANNUAL INCOME AND EXPENSE TRENDS**

<b>INCOME</b>							
	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>MEMBERSHIPS</b>	\$1,255	\$570	\$2,230	\$610	\$2,710	\$1,380	\$610
<b>DONATIONS</b>	\$6,327	\$3,185	\$7,473	\$3,035	\$6,869	\$5,489	\$2,755
<b>FUNDRAISERS</b>	\$13,798	\$4,753	\$6,517	\$8,431	\$7,594	\$8,157	\$4,861
<b>ESTATE</b>		\$25,500			\$1,100		
<b>INTEREST</b>	\$1,283	\$580	\$216	\$206	\$113	\$49	\$15
<b>USE FEES</b>	\$650	\$400	\$400	\$400	\$1,600	\$695	\$1,225
<b>TOTALS</b>	\$23,313	\$34,988	\$16,836	\$12,682	\$19,986	\$15,770	\$9,466
<b>EXPENSES</b>							
<b>Permits/Fee's</b>	\$52	\$20	\$130	\$145	\$125	\$125	\$190
<b>Membership Dues</b>	\$275	\$375	\$450	\$375	\$380	\$430	\$380
<b>INSURANCE</b>	\$8,004	\$8,404	\$8,429	\$8,672	\$9,281	\$9,843	\$11,045
<b>MISC./OFFICE</b>	\$1,741	\$1,689	\$1,077	\$1,981	\$2,788	\$3,138	\$932
<b>PROPERTY TAX BILL</b>	\$2,376	\$1,563	\$2,047	\$2,767	\$1,429	\$1,061	\$3,189
<b>UTILITIES</b>	\$1,348	\$2,751	\$1,914	\$2,530	\$2,406	\$3,172	\$4,624
<b>GENERAL MAINT.</b>	\$4,168	\$2,771	\$7,192	\$2,729	\$1,278	\$1,623	\$960
<b>TOTALS</b>	\$17,964	\$17,573	\$21,239	\$19,199	\$17,687	\$19,392	\$21,320
<b>DIFFERENCE</b>	\$5,349	\$17,415	<u>-\$4,403</u>	<u>-\$6,517</u>	\$2,299	<u>-\$3,622</u>	<u>-\$11,854</u>

**Port Costa School  
Annualized Maintenance Costs  
August 21, 2016**

*Cost projections*

							<i>Future Annual</i>	<i>Current Annual</i>	
#	Scope	QTY	Frequency	Unit	Unit \$	Total	Cost	Deferments	
1	Roofing	8000	30 years	sf	\$7	\$56,000	\$1,867	\$1,867	
2	Exterior Paint, Caulk	1	12 years	allow	\$19,260	\$19,260	\$1,605	\$1,605	
3	Interior Paint	1	15 years	allow	\$28,440	\$28,440	\$1,896	\$1,896	
4	Weatherproofing	1	12 years	allow	\$4,500	\$4,500	\$375	\$375	
5	Lights and light bulbs	1	1 year	sf	\$105	\$105	\$105	expensed	
6	Elevator Maint, Insp.	1	1 year	each	\$725	\$725	\$725	\$725	
7	Facia Maintenance	1	12 years	each	\$2,800	\$2,800	\$233	\$233	
8	Hdwd Flooring Maint.	8000	15 years	sf	\$2	\$18,000	\$1,200		
9	flooring maintenance	7000	1 years	sf	\$0	\$1,050	\$1,050		
10	Fire Ext. Maint.	7	1 years	ls	\$35	\$245	\$245	expensed	
11	Glazing	25	1 years	sf	\$8	\$188	\$188	expensed	
12	Door Hardware	1	5 years	ea	\$2,500	\$2,500	\$500		
13	Data and Tech.	1	5 years	ea	\$3,500	\$3,500	\$700	expensed	
14	Fire Alarm/security M&T	1	1 years	ls	\$800	\$800	\$800	expensed	
15	HVAC system	3	25 years	ea	\$35,000	\$105,000	\$4,200		
16	Auditorium Systems	1	15 years	ea	\$28,500	\$28,500	\$1,900		
17	Kitchen Equip. Ansul syst.	1	30 years	ea	\$45,000	\$45,000	\$1,500		
18	Plumbing, Sewer	1	1 years	ea	\$550	\$550	\$550		
19	Furniture	12	1 years	allow	\$50	\$600	\$600		
20	Asphalt	1	20 years	ea	\$100,000	\$100,000	\$5,000	\$5,000	
21	Playground	1	10 years	allow	\$8,000	\$8,000	\$800		
22	Fencing and gates	1	10 years	ea	\$4,500	\$4,500	\$450	\$450	
24	Field, Lndsc, tree maint.	1	1 year	ea	\$2,000	\$2,000	\$2,000	\$2,000	
25	Gen Maint. - Janitorial	30	1 years	ea	\$200	\$6,000	\$6,000		
26	Subtotal:						\$34,489	\$14,151	
27	Contingency	\$ -	\$ 34,489	%	5%		\$1,724	\$708	
28	<b>TOTAL Estimated Annualized Maintenance Costs</b>							<b>\$36,213</b>	<b>\$14,859</b>
29	<b>Current Expense Est ( expense trends 2015 column)</b>							<b>\$21,320</b>	<b>\$21,320</b>
30	<b>Projected/Est. costs incl annualized maintenance</b>							<b>\$57,533</b>	<b>\$36,179</b>

# **BUILDING RESTORATION**

## **Draft Facility Program:**

This document is intended as a format to collect additional ideas and feedback for the buildings use. It is a collection of ideas and concepts gathered over the last 30 years.

The Draft Facility Program was created to capture new ideas and document all of the ideas we have heard over the years so we can ensure that any joint use project keeps in mind the interests of the Society and the Community.

## **Conceptual Estimate:**

This Document is a categorical summary of our evolving estimate to complete the building. The estimate is based on incomplete conceptual plans that will be finished after completion of the Facilities Program Document. A line item estimate is provided for the remaining design work and the work defined by the final design concept.

## **Conceptual Stage Design:**

This Document is provided as an example for the design process, in this case the concept for the stage in the auditorium. The concept is to create a stage that is historically accurate, could have been designed when the school was built and that reflects the Greek revival Architectural style of the building. A number of issues still need to be resolved and discussed including whether the columns should be half columns against the wall like the columns adjacent to the entry doors or round to match the four main columns. The sound system needs to be designed as does the lighting and the audio visual system and how to make the room as flexible/multi-purpose as possible.

## **Additional design issues:**

We do not have a kitchen plan or a mechanical plan. The rest of the plans that we have provided a solid framework from which we can complete the design work for the rest of the building after input is received and the uses for each room are determined.



# **Port Costa School**

## **Draft Facility Program**

### **Mission statement**

“Preserving for public benefit 83 Acres East of Port Costa as a wildlife preserve and the historic 1911 Port Costa school building which is on the National Register of Historic Places as an historical resource for community, civic and recreational uses.”

The purpose of this draft is to provide a starting point from which to design and develop a final program for the building, playground and field consistent with our mission. The primary goal of this program will be the restoration and preservation of the school and its properties as a local and regional asset and to develop self-sufficiency with improved operational capability.

### **Port Costa School**

#### **I. Port Costa School Building second floor.**

- A. Auditorium: Multi-purpose shared use space capable of hosting a wide variety of functions including:
  - 1. Fundraising events for the Society and other local and regional non-profits.
  - 2. Large classes, Lectures and Seminars.
  - 3. Public Meetings.
  - 4. Movie nights, local theatre and other public access for the use of members and the community.
  - 3. Rental space for weddings, special events, corporate retreats and seminars as a source of income to fund ongoing projects, overhead and maintenance.
  
- B. Corridor: Proposed Interpretive Center/Museum designed to communicate the region’s history and facilitate access to a variety of resources including:
  - 1. A map and display for the Historic Loop Trail which will connect the period classroom and the historic lessons and stories expressed there with the open space and views which include the places where the events portrayed actually occurred.
  - 2. A display highlighting the regions maritime and wheat shipping history.
  - 3. A display highlighting the Karkin/Costanoan Indians.
  - 4. Information on local history including Mare Island, Benicia, the Delta and their role in California history.
  - 5. Community Garden information.
  - 6. Open space and recreation information. A display has been discussed with EBRPD to provide a map of the local trail system, improvements and services provided by the District. These include the Bull Valley Staging Area which has a fishing pier, trails, open areas with picnic tables, restroom facilities and the George Miller Trail that continues to Martinez.

- C. Period Classroom: Proposed educational facility coordinated with local Public Schools.
  - 1. The Port Costa School Period Classroom Project will address the challenge of connecting local students with the rich maritime and early California history of Port Costa and the Carquinez Straights. The Classroom will provide a period setting for the presentations. EBRPD managed trails lead to a direct visual connection to locations and events that will be taught in the classroom. This project has the support of the local school District, will proceed with help from student volunteers and will effectively meet the challenge of connecting students and residents with the regions past.
  
- D. Classroom: Proposed shared use classroom.
  - 1. The current plan for the second upstairs classroom is to provide it with infrastructure to support educational programming and for use as an additional space to rent along with the auditorium.
  - 2. This classroom has been used in the past for yoga and dance classes along with public meetings, fundraisers and rented space for events.
  
- E. Library:
  - 1. Current Archive and small meeting space.
  
- F. Principal's Office:
  - 1. The current plan for the Principal's Office is to restore it and use the space as the Society's business office.

## II. Port Costa School Building First Floor

- A. Recreation room: The current plan includes:
  - 1. Improving its capabilities as a multi-use cafeteria and meeting hall.
  
- B. Kitchen: The current concept includes:
  - 1. The construction of a new commercial shared use community kitchen with the capacity to prepare meals for fundraisers, town events, cooking classes and culinary events. The kitchen will also require the flexibility to support catering for the upstairs facility when rented. A mechanical room and required food storage areas will need to be designed within the footprint of the kitchen area.
  
- C. Future Multi-Purpose Classroom (South side of kitchen): The current concept includes:
  - 1. The construction of a multipurpose classroom/lab capable of supporting Culinary and agricultural educational programming and community use with an emphasis on connecting the garden to the kitchen.

D. Current storage rooms (South West and North West rooms): The current concept includes:

1. Continued use as storage with the goal of combining both the general storage and maintenance room to free up the use of the room located in the South West corner of the building.

E. Corridor:

1. The corridor use will remain the same with no major changes.

F. Restrooms:

1. The restrooms are new construction and there are no major changes required.

### III. Port Costa School Building Playground and Field

A. Playground/asphalt area:

1. The playground area and equipment require some maintenance and on-going efforts to improve usability, landscaping and parking.
2. Improvements and infrastructure are as needed to facilitate the use of the school steps and entry as a temporary stage and for the support of food booths and other special event requirements and parking.

B. Field:

1. Community Garden, future habitat and restoration projects. Projects discussed have included a native species garden as a gateway to the loop trail, butterfly habitat, a small orchard and improved composting facilities.
2. Outdoor gathering and BBQ area capable of supporting fundraising and event use.
3. Recreation.

PROJECT: **PORT COSTA SCHOOL**  
 LOCATION: **PORT COSTA, CALIFORNIA**  
 DESCRIPTION: **RENOVATION & RESTORATION**

DATE **8/20/2016**  
 GSF : **16,150**

### Conceptual Estimate

Please note the design contingency is provided to incorporate the final design concepts once they are determined. The plans will be completed and the Kitchen and Mechanical drawings will be drawn after member and public feedback are received and final use of each room is determined through the development of the Draft Facility Program.

ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
<b>SUMMARY OF ESTIMATE</b>					
2.1	DEMOLITION			2.02	32,659
2.2	EXCAVATION, FILL & GRADING			0.24	3,890
2.4	UNDERPINNING, SHORING / DEWATERING			-	NONE
2.5	SITE UTILITIES			0.74	12,000
2.6	GENERAL SITE WORK			0.59	9,590
2.69	OFF SITE WORK			-	NONE
2.7	MISC SITE IMPROVEMENTS			0.62	10,000
<b>SUBTOTAL - SITE WORK</b>				<b>4.22</b>	<b>68,139</b>
2.3	PIERS, PILINGS AND CAISSONS			-	NONE
2.8	EXCAVATION & FILL			-	NONE
3.1	CONCRETE FOUNDATIONS			-	NONE
3.2	CONCRETE, STRUCTURAL			2.29	37,000
3.3	CONCRETE, ARCHITECTURAL			-	NONE
3.4	CONCRETE, PRECAST			-	NONE
3.5	CONCRETE, SLABS ON GRADE			0.15	2,500
3.6	REINFORCING			-	NONE
3.7	INSUL. CONCRETE DECKS			-	NONE
4.2	MASONRY			1.79	28,875
5.1	STRUCTURAL STEEL			0.31	5,000
5.3	METAL SIDING & DECKS			-	NONE
5.5	MISC IRON & ARCHITECTURAL METALS			1.13	18,275
6.1	CARPENTRY, ROUGH			3.75	60,600
6.2	CARPENTRY, FINISH			3.48	56,273
6.3	GLU-LAM BEAMS & TRUSSES			-	NONE
6.5	STAIRS & RAILS, WOOD			0.07	1,200
6.6	ROUGH HARDWARE			-	NONE

<u>7.1</u>	WATERPROOFING	1.14		<b>18,337</b>
<u>7.14</u>	EXTERIOR INSULATED FINISH SYSTEM		-	<b>NONE</b>
<u>7.2</u>	THERMAL & SOUND INSULATION	0.10		<b>1,600</b>
<u>7.3</u>	ROOFING & RIGID INSULATION	3.72		<b>60,000</b>
<u>7.6</u>	SHEET METAL & SKYLIGHTS		-	<b>NONE</b>
<u>7.7</u>	ARCHITECTURAL SHEET METAL	0.06		<b>1,000</b>
<u>7.9</u>	CAULKING & SEALANTS	0.25		<b>4,038</b>
<u>8.1</u>	HOLLOW METAL WORK		-	<b>NONE</b>
<u>8.2</u>	WOOD DOORS & FRAMES		-	<b>NONE</b>
<u>8.3</u>	DOORS, SPECIAL		-	<b>NONE</b>
<u>8.5, 8.8</u>	GLASS, GLAZING & SASH	0.19		<b>3,000</b>
<u>8.7</u>	FINISH HARDWARE	0.53		<b>8,600</b>
<u>8.9</u>	STOREFRONT & CURTAIN WALLS		-	<b>NONE</b>
<u>9.1</u>	LATH, PLASTER, FURRING / STUDS	7.50		<b>121,140</b>
<u>9.2</u>	GYPSUM WALLBOARD, FURRING / STUDS	3.96		<b>64,000</b>
<u>9.3</u>	CERAMIC TILE		-	<b>NONE</b>
<u>9.4</u>	TERRAZZO		-	<b>NONE</b>
<u>9.5</u>	ACOUSTICAL TILE		-	<b>NONE</b>
<u>9.6</u>	WOOD FLOORING	2.79		<b>45,000</b>
<u>9.7</u>	RESILIENT FLOORING	0.35		<b>5,600</b>
<u>9.8</u>	PAINTING	3.44		<b>55,528</b>
<u>9.9</u>	PLASTIC WALL SURFACES		-	<b>NONE</b>
<u>10.1</u>	CHALK & TACK BOARD	0.11		<b>1,820</b>
<u>10.15</u>	TOILET PARTITIONS		-	<b>NONE</b>
<u>10.2</u>	FOLDING & DEMOUNTABLE PARTITIONS		-	<b>NONE</b>
<u>10.4</u>	TOILET ACCESSORIES		-	<b>NONE</b>
<u>10.5</u>	BUILDING SPECIALTIES, GENERAL	0.06		<b>900</b>
<u>11.0</u>	EQUIPMENT	5.04		<b>81,350</b>
<u>12.0</u>	FURNISHINGS		-	<b>NONE</b>
<u>12.3</u>	CABINETS	1.98		<b>32,000</b>
<u>12.35</u>	LAMINATED PLASTICS		-	<b>NONE</b>
<u>13.0</u>	SPECIAL CONSTRUCTION		-	<b>NONE</b>
<u>14.0</u>	CONVEYING SYSTEMS		-	<b>NONE</b>
<u>15.1</u>	PLUMBING	2.35		<b>37,921</b>
<u>15.3</u>	HVAC	6.61		<b>106,700</b>
<u>15.4</u>	PIPING & INSULATION		-	<b>NONE</b>
<u>15.5</u>	MISCELLANEOUS MECHANICAL	0.57		<b>9,200</b>
<u>15.55</u>	FIRE PROTECTION		-	<b>NONE</b>
<u>16.0</u>	ELECTRICAL WORK	12.98		<b>209,649</b>

	<b>SUBTOTAL - STRUCTURE</b>			<b>66.69</b>	<b>1,077,105</b>
	<b>TOTAL SITE &amp; BUILDING</b>			<b>70.91</b>	<b>1,145,244</b>
<b>1.1</b>	<b>GENERAL CONDITIONS</b>	5.0%			<b>57,262</b>
	CONSTRUCTION AND DESIGN	7.50%			<b>85,893</b>
	CONTINGENCY	5.00%			<b>57,262</b>
	ESCALATION				
	<b>SUBTOTAL</b>	<b>18%</b>			<b>1,345,661</b>
	BONDS AND INSURANCE	2.0%			<b>26,913</b>
	CONTRACTOR'S FEE	8.0%			<b>107,653</b>
	<b>TOTAL CONSTRUCTION COST</b>	<b>10%</b>			<b>1,480,227</b>

ORNAMENTAL CORNICE TRIM TO MATCH (E) CORNICE TRIM @ EXT. ENTRY

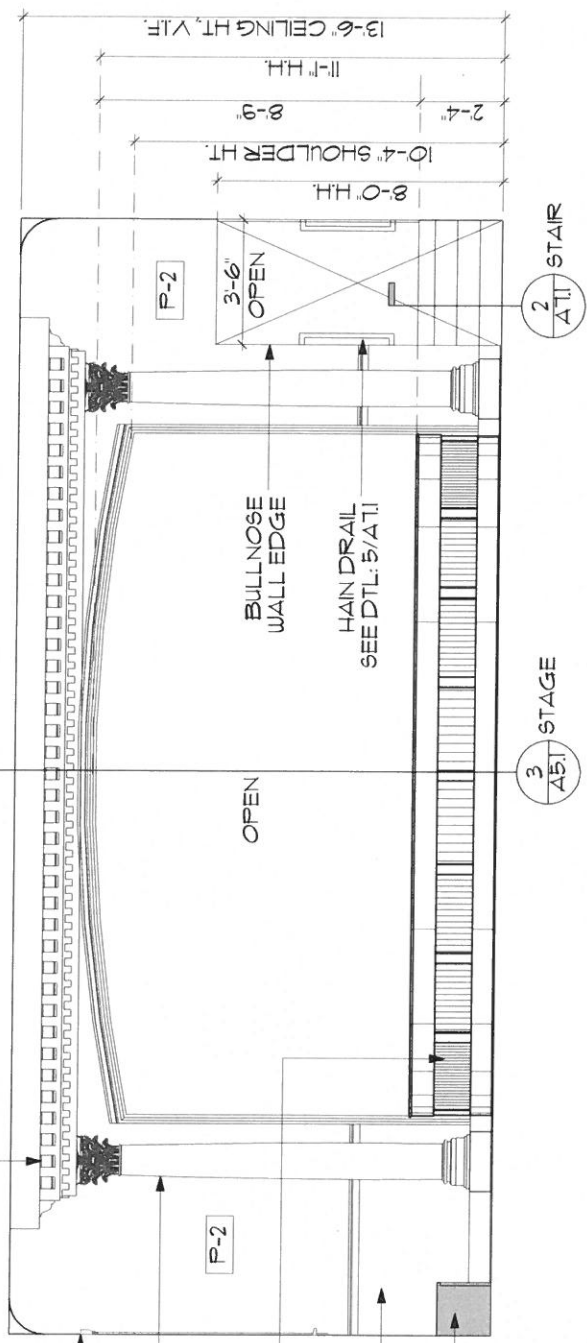
(N) PLATE RAIL TO MATCH (E)

ORNAMENTAL COLUMNS TO MATCH (E) COLUMNS @ EXT. ENTRY

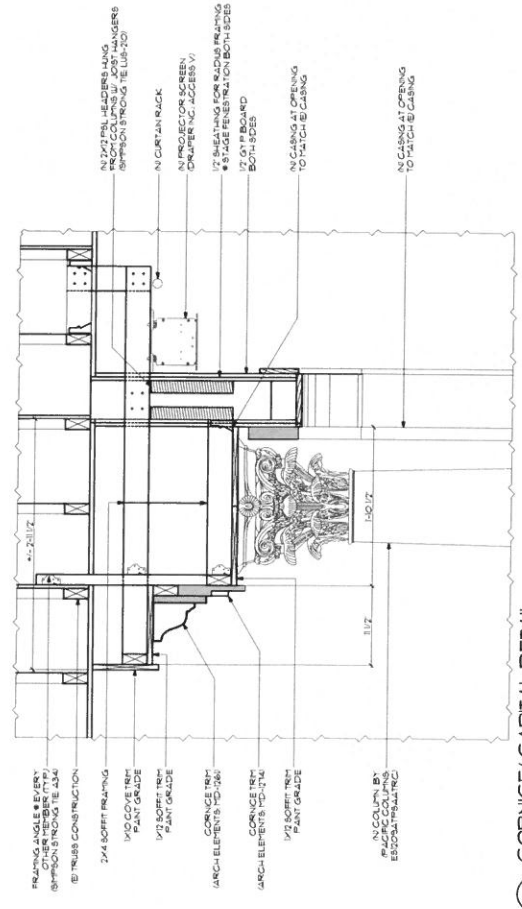
PANELING @ F.O. (N) STAGE TO MATCH (E) WAINSCOT

WAINSCOT @ (N) WALL TO MATCH (E)

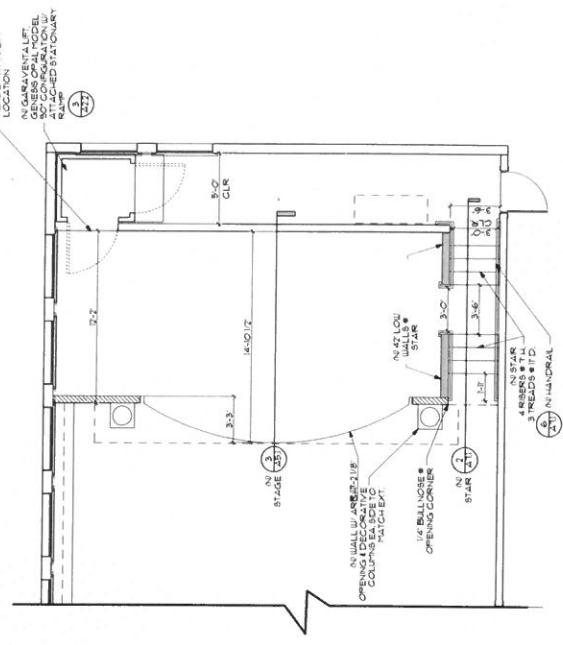
(N) BENCH



1 AUDITORIUM - INTERIOR ELEVATIONS



3 CORNICE/CAPITAL DETAIL  
SCALE: 1/4\"/>



2 ENLARGED PLAN @ STAGE  
SCALE: 1/4\"/>

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FORT COSTA COMMUNITY BUILDING  
PLAZA EL HABERE  
PORT COSTA, CA  
APN 366-33-007

PERMIT SUBMITTAL  
PORT COSTA STAGE DESIGN REVISIONS

DATE 9/16/14  
SHEET  
**A5.1**

# **NON-BINDING MEMORANDUM OF UNDERSTANDING**

MOU-PCCS-BVAC-TFS (Memorandum of Understanding):

This document is the format for developing a design and program concept for consideration by the Society to decide whether or not a Field Semester Joint Use Agreement is viable and in the best interest of the Community and the Membership of the Society.

MOU Process Outline:

The outline is a proposed timeline for the MOU process to take place and concludes with a decision to reject or proceed with the project.



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into as of \_\_\_\_\_ among Bull Valley Agricultural Center (BVAC), Port Costa Conservation Society (PCCS), and The Field Semester (TFS), all of which are 501(c)(3) nonprofit organizations, to memorialize the parties' shared understandings related to their collaboration on a project located in the Town of Port Costa, California (Project).

1. Vision. The parties have separate but complementary goals for their portion of the Project:
  1. BVAC will provide a retreat for professionals involved in sustainable agriculture.
  2. PCCS will restore the Port Costa Schoolhouse to provide a location in Port Costa for performances, meetings, and fundraisers, as well as a park and community garden.
  3. TFS will provide a semester school program focused on sustainable agriculture and sustainable living for a diverse population of high school students.
  4. The parties will collaborate in managing the watershed and surrounding ecosystem in an ecologically sensitive—and in so far as is possible, regenerative—manner.
2. Facilities. Subject to the outcome of the planning process described below and recognizing that needs and plans will change as the Project moves forward, the parties anticipate that facilities will be developed and used as follows:
  1. The Port Costa Schoolhouse, owned by PCCS, will be restored and upgraded and will provide a kitchen, dining hall, and classrooms for TFS, and will be used for various meetings, special events, and functions by PCCS, other Port Costa Organizations, BVAC, and TFS. It also may house publicly accessible exhibits and archives and offer an indoor component to the proposed Historic Loop Trail.
  2. The Port Costa Schoolhouse grounds will offer a park-like space for public/community recreation and education. The accessible and ecologically sensitive landscaping will include the existing community garden, edible landscapes, small agricultural gardens (as space allows) as well as recreational spaces such as picnic areas, walking paths, dog runs, benches, and interpretive materials for use by the community of Port Costa, the general public, BVAC, and TFS. The grounds would be developed and maintained by TFS students under the guidance of experts and alongside PCCS/Community volunteers. They will also serve as a venue for community events.
  3. The 83-acre site adjacent to the BVAC property, owned by PCCS, will be maintained, in partnership with EBRPD, as a wildlife refuge, public open space, and (if acceptable to all parties) for agricultural activities undertaken by TFS.
  4. The 11-acre site owned by BVAC will be improved with cabins, bathing facilities, indoor and outdoor gathering spaces, and related outbuildings and will be used by BVAC and TFS for their respective programs, and will be accessible to the community as a place for recreation.
  5. Though this may not be feasible in the short term, the parties intend to pursue “net zero”

impact through use of renewable energy sources, advanced waste management techniques, etc.

3. Planning. The first step toward realizing the parties' shared vision will be a design and planning process led by outside professional consultants, with the full participation and collaboration of all three parties. BVAC and TFS have committed to cover the costs for this phase. When the costs of this process are defined, these two parties will agree on an allocation of those costs among the two parties, in advance of beginning the work. The goals of the process will be:
  1. To identify the facilities needed, including upgrades to existing facilities.
  2. To engage the community and collect their design-related perspectives.
  3. To enlist an environmental engineering firm to evaluate any environmental impacts, prepare an ecological plan for the site, and prepare for the permitting process.
  4. To create a conceptual site plan for the Project and conceptual designs for the buildings and other facilities.
  5. To assess the costs of those facilities.
  6. To articulate the vision for the Project for use by the parties in raising funds and building support.
4. Fundraising. When the conceptual plan is complete, the parties will formulate a joint strategy for fundraising for the Project. The parties anticipate that each will pursue specific avenues for their specific programs (while recognizing that many programs will as a practical matter benefit all); there will also be joint events or applications, in which case the parties will strive to work out in advance how to allocate the funds raised.
5. Implementation. Throughout implementation of the Project plan, the parties will meet regularly to inform each other of their respective activities, so that ideas can be exchanged and activities can be coordinated. Insofar as is feasible, the preference will be for one of the parties to take the lead on each specific activity or initiative, so that responsibilities are clear; however, where the potential for conflicts seems high, it may be necessary for parties to share the lead.
6. Long-Term Management. The parties anticipate that TFS students will undertake a significant share of maintenance as well as capital improvements, with input from, and where appropriate, oversight by, the other parties. Periodically, the parties, with the assistance of an outside expert if desired will assess the costs and contributions of each and if appropriate agree on cost reimbursement or rents to be paid from one party to another.
7. Term. Any party may terminate its participation in this MOU at any time, which will not terminate arrangements between the remaining parties. Otherwise, the MOU will remain in effect until superseded by other arrangements or terminated by the joint agreement of all three parties.

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Port Costa Conservation Society

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The Field Semester

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		<b>NOTES</b>
<u>past 6-8 months</u>	<b>Preliminary Exploration</b>	<i>The purpose of this phase was to generally explore the idea and determine if it was worth pursuing further.</i>
	- Conceptual conversation b/w the parties	
	- Conceptual conversation b/w TFS and Port Costa residents	
	- Preliminary consultation with experts regarding environmental and structural elements of project	
	- Preliminary conversation with county officials to determine feasibility	
<u>we are here --&gt;</u>	<b>MOU</b>	<i>The purpose of signing the MOU is to formally demonstrate that all the parties are more or less on the same page with the vision of for the project and on the process by which to move forward</i>
	- All parties sign the MOU	
<u>4-6 months</u>	<b>Research</b>	<i>The purpose of this phase is to gather all of the necessary information and design parameters, including community input, ecological and geophysical information, county input, etc.</i>
	- Environmental engineers will be contracted to study and gather all environmental parameters	
	- Community input will be collected via meetings, written statements, and public design workshops	
<u>4-6 months</u>	<b>Design</b>	<i>At this stage, the professional design team will assemble all of the inputs into a cohesive design. This design process will be an ongoing conversation between and the three parties, and the PC community, until a final design is reached and agreed upon by all parties</i>
	- Design team designs and presents initial design to the parties	
	- Public meetings to gather residents' feedback to design	
	- Revise and repeat until a design is agreed upon by the three parties	
	- Draft operating agreement to outline nuts and bolts of the collaboration moving forward	<i>The point of this document is to layout the policies of the collaboration and outline how that collaboration will work, what is expected of each party, what each party cannot do, and what they are entitled to, and how the finances will be structured. This agreement will cover both the initial fundraising and construction, and all the operating phases.</i>
	<b>Sign Operating Agreement</b>	<i>The signing of this document will be the final determination of whether or not to move forward with the project plans as a collaborative partnership.</i>
	- Formal presentation to community of proposed plan and operating agreement	
	- Final review of community feedback and plan and operating agreement	
	- All parties sign the operating agreement, thereby formalizing partnership	<i>Completion of the design and agreement by all parties will initiate the permitting process</i>