



Midpeninsula Regional
Open Space District

April 10, 2019
Board Meeting 19-10

REGULAR MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Administrative Office
330 Distel Circle
Los Altos, CA 94022

April 10, 2019

DRAFT MINUTES

REGULAR MEETING

President Siemens called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Larry Hassett, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, Pete Siemens, and Curt Riffle

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Engineering and Construction Manager Jay Lin, Senior Capital Project Manager Felipe Nistal, Senior Real Property Agent Allen Ishibashi

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

Motion: Director Riffle moved, and Director Hassett seconded the motion to adopt the agenda.

VOTE: 7-0-0

CONSENT CALENDAR

Public comment opened at 7:02 p.m.

No speakers present.

Public comment closed at 7:02 p.m.

Motion: Director Riffle moved, and Director Cyr seconded the motion to approve the Consent Calendar.

ROLL CALL VOTE: 7-0-0

- 1. Approve March 27, 2019 Minutes**
- 2. Claims Report**
- 3. Award of Contract with LSA to provide Biological/Cultural, Environmental Review, and Permitting Services for the Alpine Road Trail Improvements and La Honda Creek Loop Trail (R-19-44)**

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with LSA to provide services to support two Measure AA capital projects for a base amount not to exceed \$163,600.
2. Authorize a 15% contingency of \$24,540 to be awarded if necessary to cover unforeseen conditions, for a total contract amount not-to-exceed \$188,140.

- 4. Adopt a Resolution Accepting State Funding Allocated for the Upper Guadalupe/Los Gatos Creek Watershed to Restore Upper Pond and Mud Lake and Construct Phase II Trails within Bear Creek Redwoods Open Space Preserve (R-19-42)**

General Manager's Recommendation: Adopt a resolution authorizing the General Manager to file an application and execute a funding agreement with the California Natural Resources Agency for state funding to assist with the restoration at Upper Pond and Mud Lake, and construction of Phase II trails, at Bear Creek Redwoods Open Space Preserve.

BOARD BUSINESS

- 5. Report from the Bond Oversight Committee to the Board of Directors for the review period from July 1, 2017 to June 30, 2018 (R-19-43)**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak introduced Measure AA Bond Oversight Committee Chair Denise Gilbert.

Ms. Gilbert presented the annual report that covered the review period from July 1, 2017 to June 30, 2018, including the process used by the Bond Oversight Committee (BOC) to select and review a representative group of Measure AA transactions. Additionally, this year staff converted the BOC's review guidelines into a checklist for each sampled transaction, which created a more efficient process. Also the BOC discussed potential improvements to the process

for the next year, such as additional supporting documentation and updates to the District's financial system that will assist in verifying labor reimbursement and credit card charges. Ms. Gilbert reported the BOC found that all transactions reviewed related to the Measure AA bond language.

The Board members thanked the members of the BOC for their service and staff for following the parameters set by Measure AA.

Director Kersteen-Tucker suggested promoting the BOC's annual accountability report to demonstrate transparency.

Public comments opened at 7:20 p.m.

Bruce Tolley spoke in favor of the District promoting how the Measure AA funds were used. Additionally, Mr. Tolley stated that the BOC is not an audit committee.

Public comments closed at 7:21 p.m.

Director Kishimoto suggested including information regarding the high level of qualifications of the committee members.

Motion: Director Riffle moved, and Director Holman seconded the motion to accept the Measure AA Bond Oversight Committee report for FY2017-18.

VOTE: 7-0-0

6. Authorization to Solicit Bids for the South Area Field Office Project (R-19-41)

General Manager Ana Ruiz explained staff does not typically seek Board authorization to solicit bids; however, due to the scale and important nature of this project, staff is bringing this item to the Board.

Senior Capital Project Manager Felipe Nistal presented the staff report providing an overview of the project's history and milestones to date. Mr. Nistal outlined the advantages of purchasing the 240 Cristich Lane property to act as a South Area Field Office, including existing infrastructure, relative low cost as compared to new development, and potential for expansion if eventually needed. Mr. Nistal described the current conditions of the site and proposed floor plans and improvements.

Senior Real Property Agent Allen Ishibashi explained the City of Campbell's requirement for an irrevocable offer of dedication. This is a requirement of the District being issued a conditional use permit.

Mr. Jaskulak discussed the available funding for infrastructure improvements, including purchase and improvements at 240 Cristich Lane and 5050 El Camino Real.

Mr. Nistal reported on the value engineering exercise completed by staff and the District's architect, Terry Martin & Associates, to lower the project costs potentially saving the District over \$400,000.

Director Hassett inquired whether it would be less expensive to leave the south wall as it is rather than reskinning the entire building with galvanized corrugated metal.

Terry Martin, from Terry Martin & Associates, reported there is extensive damage to the metal surrounding the entire building; however, there may be an option to repair and waterproof some sections of the corrugated metal for potential reuse.

Director Hassett inquired why galvanized metal is being used.

Mr. Martin reported the project team looked at other options, but the corrugated metal material is less expensive. The District may also choose to powder coat or otherwise treat the material to protect it. This decision may be made later in the project based on the contractor's cost.

Director Holman suggested installing more public-facing signage.

Director Siemens spoke against using corrugated metal on the front of the building.

Director Hassett spoke in favor of preserving and reusing as much of the existing material as possible.

Director Hassett inquired whether there would be electric vehicle charging stations and/or bike racks on the site and expressed support for ensuring the site is prepared for installation of electric vehicle charging stations in the future.

Director Riffle inquired regarding how the project balances with the District's climate action plan and commitment to green standards.

Mr. Martin explained the current building is very inefficient and the planned upgrades will follow California Green Building Standards, which make the building much more efficient.

Ms. Ruiz also commented that the District's decision to purchase and repurpose an existing building has a much lower impact on the environment than the alternate option to building a new building in another location.

Director Hassett suggested inclusion of an outdoor seating area for staff.

Director Kersteen-Tucker spoke in support of the proposed simple and functional design for the building.

Director Holman inquired regarding use of permeable paving materials and potential addition of shaded areas.

Mr. Martin explained that non-permeable paving will be used, but water will be able to be recaptured through installation of a bioswale. Shaded areas may be added later but are not part of the current facility improvement project.

Ms. Ruiz also explained that District staff can install various types of landscaping after the construction phase is completed.

Mr. Nistal commented on the weight limitations on the skin of the building explaining heavier materials would require additional building upgrades. Those additional building upgrades would trigger additional regulations and limitations on the site, which is why staff recommends use of corrugated metal.

Public comments opened at 8:38 p.m.

No speakers present.

Public comments closed at 8:38 p.m.

Motion: Director Kishimoto moved, and Director Riffle seconded the motion to authorize the General Manager to solicit construction bids for South Area Field Office Project.

VOTE: 7-0-0

INFORMATIONAL MEMORANDUM

- BCR Public Access Vault Toilet Construction Update

INFORMATIONAL REPORTS

A. Committee Reports

Director Kishimoto reported the Planning and Natural Resources Committee met on April 9, 2019 to discuss the wildlife and livestock protection amendment to the grazing policy.

B. Staff Reports

Ms. Ruiz reported she and other staff met with representatives of the San Jose Water Company to discuss potential sale of property to the District and conservation easements, such as in the El Sereno area and for Highway 17 trail connections. Ms. Ruiz provided an update on the Santa Clara Valley Water District's work at Rancho San Antonio and reported the Army Corps of Engineers is reviewing work near potential cultural historic resources and there may be potential delays to projects.

C. Director Reports

The Board members submitted their compensatory reports.

Director Kersteen-Tucker reported her attendance at the Redwood City Chamber of Commerce Progress Seminar in Monterey. Director Kersteen-Tucker reported she and staff met with District tenants and members of the San Mateo County Farm Bureau to discuss rangeland management.

Director Riffle commented that the San Mateo Farm Bureau does not represent the entire agricultural community in the area and stated the District and Board should continue to reach out to the entire agricultural community.

Director Kishimoto reported her attendance at a meeting of the Santa Clara Valley Water District Water Commission.

Director Holman reported her attendance at her first Bay Restoration Authority meeting as a member.

ADJOURNMENT

President Siemens adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:57 p.m.

Jennifer Woodworth, MMC
District Clerk