



Midpeninsula Regional
Open Space District

Meeting 15-08

**REGULAR MEETING
BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Administrative Office
330 Distel Circle
Los Altos, CA 94022

**Wednesday, April 8, 2015
DRAFT MINUTES**

I. CALL TO ORDER

Director Siemens called the Regular Meeting to order at 7:04 p.m. He announced that a closed session had been held earlier, and no reportable action was taken.

II. ROLL CALL

Members Present: Jed Cyr, Nonette Hanko, Cecily Harris Larry Hassett, Yoriko Kishimoto, Curt Riffle, and Pete Siemens.

Members Absent: None.

Staff Present: General Manager Steve Abbors, Assistant General Manager Kevin Woodhouse, Assistant General Manager Ana Ruiz, Assistant General Counsel Hilary Stevenson, Operations Manager Michael Newburn, Planning Manager Jane Mark, Senior Real Property Agent Elaina Cuzick, Support Services Program Administrator Michael Jurich, Planning Department Project Manager Gina Coony, and Interim District Clerk Kim Marie Smith.

III. ADOPTION OF AGENDA

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

VOTE: 7-0-0

IV. ORAL COMMUNICATIONS

None.

V. SPECIAL ORDER OF THE DAY

Planning Manager Jane Mark introduced new employee Bryan Apple, Planner I, and gave a brief summary of his biography.

VI. CONSENT CALENDAR

- 1. Approve Revised Minutes of the February 25, 2015 and Minutes of the March 25, 2015 Board Meeting**
- 2. Approve Claims Report**
- 3. Purchase of the Mount Umunhum Bridges (R-15-59)**

Staff Contact: Meredith Manning, Planning Department

General Manager's Recommendation:

Authorize the General Manger to enter into a contract with Contech Engineered Solutions for an amount not-to-exceed \$53,620 to engineer, manufacture, store, and deliver three prefabricated trail bridges. In addition, authorize a contingency of \$10,000 for design and engineering refinements, as required to adapt to field conditions, for a total not-to-exceed contract amount of \$63,620.

- 4. Contract Amendment for Construction Administration Services related to the Mount Umunhum Radar Tower Interim Repair Project (R-15-60)**

Staff Contact: Jane Mark, AICP, Planning Manager

General Manager's Recommendations:

1. Approve a contract amendment of \$12,660 to the current Board-approved contract amount of \$67,910 for Grossmann Design Group to complete full construction administration services for the Radar Tower Interim Repair Project, resulting in a new contract amount of \$80,570.
2. Approve retaining the original contract contingency amount of \$4,000, to be utilized only if unforeseen conditions arise during project implementation that require additional professional services, for a total not-to-exceed potential contract amount of \$84,570.

Motion: Director Cyr moved and Director Hassett seconded the motion to adopt the Consent Calendar.

VOTE: 7-0-0

VII. BOARD BUSINESS

- 5. Informational Presentation on San Mateo County's Agricultural Workforce Housing Initiative (R-15-48)**

Santa Clara County Supervisor Don Horsley explained how he became interested in the affordable housing challenges facing agricultural workers while he was working in the Sheriff's Office, and highlighted the work begun by Board of Supervisors to address those problems. He reviewed the staff report about the Housing Initiative, which includes a needs assessment for new housing, as well as a Farmworker Housing Rehabilitation (Pilot Program) to facilitate rehabilitation and repair of farm labor housing and to replace dilapidated mobile home units. He discussed the proposal to partner with the District as a public agency

landowner on the San Mateo coast, as well as the Public Open Space Trust and two private farmers. He noted that the owners would pledge to use housing for low-income agricultural workers and hold rental payments at an agreed level, and the County would monitor the commitments of the loan. Supervisor Horsley provided additional details: (1) Rent and any other housing expenses have to be below 30% of the farmworker's gross income, which is Housing and Urban Development (HUD) requirement; (2) No-interest loans from the County would be forgiven at the rate of \$14,000 per year, per unit; and (3) Rent can be raised by no more than 1% per year, if necessary.

Director Riffle asked how the farmers themselves are participating. Supervisor Horsley said that there is a very narrow margin of profit. The farmers provide land and infrastructure, and in return they keep the rents very low, in some cases as little as \$20. He said that the vision is to continue cattle ranching and row crops on the coast, and this will help to keep a vibrant workforce.

Director Kishimoto asked if there was a lot of work to bring the properties up to code. Supervisor Horsley said that most of the district housing is in good shape, although some have been abandoned and so they will be checking to see if they are worthwhile to rehabilitate, and one property in particular will need a lot of repairs to bring it to code.

Director Harris asked if prefabricated or modular housing is also being considered, and what the timing of the project will be. Supervisor Horsley said that one of the private landowners would be providing some prefabricated units. Superintendent Horsley's Chief of Staff, Sarah Rosenthal, said that the timing is flexible, and they hope to make it a team-building project using volunteers from the district and the project sometime between July and October.

Senior Real Property Agent Elaina Cuzick, said this is a great opportunity to work with Superintendent Horsley's office on this project, because there may be some housing opportunities that are much less expensive to renovate than going through the District's Request for Proposal and Public Works Contracting processes.

Director Hassett read a section from the Coastside Protection Program about preserving the coastside agricultural lands by creating partnerships with local farmers or agricultural trusts, and he also referred to the portion of the District's mission statement about encouraging viable agricultural uses through cooperative endeavors with public agencies, non-profits, and individuals. He said that the pilot project under discussion would tie in very well with these goals.

Director Riffle said that the District does not necessarily do housing development, and asked if there are other organizations that could facilitate, such as providing expertise if the District wanted to add modular housing on its property in the future. Supervisor Horsley said that they only considered remodeling or retrofitting at this time, but they would be interested in pursuing the idea with the District.

The Board Members agreed that it was not necessary to send this report on to the Legislative, Funding, and Public Affairs Committee as originally recommended, and instead staff should bring the final report back to the full Board for action.

Motion: Hanko moved and Siemens seconded the motion to:

1. Receive an informational presentation by San Mateo County Supervisor, Don Horsley on the San Mateo County Agricultural Workforce Housing Initiative.
2. Direct staff to prepare the report on the County's Farmworker Housing Rehabilitation Pilot Program and bring it back to the full Board.

VOTE: 7-0-0

6. Authorization to Purchase Vehicles and Equipment (R-15-62)

Support Services Program Administrator Michael Jurich reviewed the staff report and highlighted PowerPoint slides that detailed the proposed additions to the fleet.

Director Hassett said that in the future it would be helpful for the Board to understand the total costs of the vehicles with all outfitting. Operations Manager Michael Newburn explained that the new financial model breaks the cost out into capitalized and non-capitalized costs, since some non-capitalized items can be moved on to another vehicle, but staff could combine the costs in the future for the Board's information.

Director Kishimoto asked why there are both departmental cars and pool cars. Mr. Newburn explained that some positions in Administration that are field-based and need immediate access to a vehicle, so in each division there is a primary user, but their vehicle is shared when it is not needed. General Manager Abbors added that this helps to keep the field vehicles off the highway, and instead the Prius is used in town.

Motion: Director Riffle moved and Director Hanko seconded the motion to adopt the General Manager's recommendation, as follows:

1. Authorize the General Manager to execute a contract with the State Department of General Services and associated contract dealers for four patrol vehicles, one administrative vehicle, and five maintenance vehicles, for a total cost not to exceed \$505,000.
2. Authorize the General Manager to execute a purchase contract with the State Department of General Services and associated contract dealers for one replacement chipper and tractor with mower attachment for a total cost not to exceed \$280,000.
3. Authorize the General Manger to execute a purchase contract with Cascade Fire Equipment for two additional fire-fighting pumpers for a total cost not to exceed \$36,000.

VOTE: 7-0-0

7. Proposed Partnership for the Rehabilitation, Reuse, and Maintenance of the Hawthorn Historic Complex at Windy Hill Open Space Preserve (R-15-49)

Planning Department Project Manager Gina Coony reviewed the staff report and an aerial photographing showing the property and surrounding roads. She described the Request for Letters of Interest (RLOI) process and how the Crevelt proposal was chosen, and highlighted the timeline and phased partnership approach.

Director Hanko asked if the house would be opened to the public. Ms. Coony said that the RLOI required access a minimum of two times a year for public tours.

Director Harris asked whether it was listed as a historic complex at the State or federal level. Ms. Coony said the site and arrangement is eligible as a historic district, but the structures are not. She said this is actually a benefit to the project, so some of the modifications can be removed or older features returned. Later on in the project they will discuss whether to list it as a historic district, determine who will pay for upkeep, etc.

Director Harris asked about the mission of the non-profit organization and what happens when the rehabilitation is completed. Ms. Coony said that the main purpose is first to rehabilitate the property and then to maintain it as a historic resource available to the public, as well as to maintain it as a gentleman's farm.

Planning Manager Jane Mark explained about staffing transition plan to replace Ms. Coony when she leaves the District.

Director Kishimoto asked if the Crevelts would be funding part of this project. Ms. Coony said that Mr. Crevelt is a general contractor and an estate manager. He will provide the expertise and knowledge and serve as construction manager, and the rest of the costs will be raised by the non-profit. Until the contract with Mr. Crevelt is signed, the District will be spending a small amount in stabilization measures, rodent control, etc.

The public hearing was opened at 8:22 p.m.

Mr. Mike Bushue said that he had no objections to the proposal. He referred to the aerial photograph that was shown, and said that he would like to have the documentation be more specific about the acreage. He read a Section E of the grant deed for the conservation easement about the spur off the Sweet Springs trail, and he asked the District to consider a connection between the Sweet Springs trail going across the Hawthorne property between the two property sites and down to Alpine Road.

Ms. Coony said the historic building complex is not visible from the trails and there should be no conflict, but the connections to Palo Alto are more difficult because there is private property in the way.

Ms. Yvonne Tryce said she is very interested in the nature center, and hoped that project would be expedited. Planning Manager Jane Mark said the public access plan is 3-5 years away, and unfortunately staff has other big projects and prior commitments before they can begin work on that.

Mr. Richard Crevelt commended Gina Coony on the outstanding job she had done on this project and partnership. He said his family's intention was in line with that of the District, to preserve the property in perpetuity for the community, get the community involved through volunteer action, financial contributions, participation, and sharing and enjoying the complex. They anticipate opening it much more than twice a year. They plan to restore the building to its original condition in the late 1800s.

The public hearing was closed at 8:35 p.m.

Ms. Coony said that Mr. Crevelt will try to get as many services and materials donated as possible, but he is not required to secure pro bono services for design, engineering, etc. Director Siemens asked that correction be made to the staff report so it is clear that he is not required to secure pro bono services.

Motion: Director Cyr moved and Director Hanko seconded the motion to adopt the General Manager's recommendation, as follows:

1. Approve the proposed phased partnership approach with Richard and Ann Crevelt (Crevelt) for the rehabilitation, reuse, and maintenance of the Hawthorn Historic Complex (HHC).
2. Approve issuance of a one-year permit-to-enter to Crevelt to begin initial planning, site cleanup, and other preliminary work.
3. Approve ongoing discussions with Crevelt to further develop the terms and conditions for a future long-term partnership.
4. Approve deferral of the second proposal for a nature center until the Public Access Plan for the Hawthorn Property is initiated.

VOTE: 7-0-0

General Manager Steve Abbors and the Board Members thanked Ms. Coony for her service to the district for the last 5 years.

VIII. INFORMATIONAL MEMORANDUM

Legislative Support Letters and Comment Letter – No discussion.

IX. INFORMATIONAL REPORTS

A. Committee Reports - None

B. Staff Reports

Assistant General Manager Kevin Woodhouse reported that (1) Three employees would participate in the Santa Clara County Leadership Academy this year; (2) Over the weekend there was a motor vehicle fatality discovered in Sierra Azul.

General Manager Steve Abbors shared a special moment he experienced during a family vacation in Yosemite.

Director Cyr reported that (1) He hiked Pescadero marsh and Edgewood; (2) he substituted for Director Kishimoto at the Santa Clara Valley Water District's Water Commission, and some of the materials provided for that meeting about their organizational structure and delegation of authority may be useful.

Director Kishimoto talked more about the Water Commission missions of supplying water, stream restoration and flood control, and how their policies were clarified to help prevent major fish mortality and to protect in-stream species. She suggested that the District hold a study session about the unprecedented drought at the strategic issues meeting in September.

Director Siemens reported (1) He spent Easter day at the nature center welcoming visitors and repairing the pond animal displays; and (2) He went to Sacramento with the General Manager Abbors at which Mr. Abbors testified to the Committee on Local Government on the Assembly bill to extend the manager's contracting authority up to \$50,000. He said it reported out of committee with a 9-0 vote.

C. Director Reports - None

X. ADJOURNMENT

Director Siemens adjourned the Regular Meeting at 8:55 p.m.

Kim Marie Smith
Interim District Clerk