



SPECIAL AND REGULAR MEETING

**BOARD OF DIRECTORS
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

330 Distel Circle
Los Altos, CA 94022

Wednesday, October 28, 2015

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

CALL TO ORDER

President Siemens called the meeting to order at 6:05 p.m.

ROLL CALL

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

Members Absent: Curt Riffle

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, Real Property Manager Mike Williams, Real Property Agent Allen Ishibashi, and Senior Planner Tina Hugg

The Board convened into closed session at 6:05 p.m.

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE SECTION 54956.8)

Property: City of Los Altos APN: 170-04-055

Agency Negotiator: Allen Ishibashi, Senior Real Property Agent

Negotiating Party: Palo Alto Medical Foundation

Under Negotiation: Terms of real property transaction

President Siemens adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:51 p.m.

REGULAR MEETING

CALL TO ORDER

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, Nonette Hanko, Cecily Harris, Larry Hassett, Yoriko Kishimoto, and Pete Siemens

Members Absent: Curt Riffle

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, Real Property Manager Mike Williams, Senior Real Property Agent Allen Ishibashi, Planning Manager Jane Mark, Senior Planner Tina Hugg, Executive Assistant/Deputy District Clerk Maria Soria, and District Clerk Jennifer Woodworth

President Siemens reported the Board met in closed session, and no reportable action was taken.

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 6-0-0 (Director Riffle absent.)

SPECIAL ORDER OF THE DAY

- Introduction of new staff members
 Lisa Tulee, Senior Management Analyst
 Nicole Gonzales, Finance & Budget Analyst II

CONSENT CALENDAR

President Siemens pulled Item 2 from the Consent Calendar.

1. Approve Claims Report

2. Amendments to Consultant Contracts in Support of Completion of the Bear Creek Redwoods Open Space Preserve Plan (Includes the Bear Creek Stables Site Plan and Alma College Site Rehabilitation Plan) (R-15-149)

Item 2 was heard after the Consent Calendar.

President Siemens inquired regarding the current schedule for the opening of Bear Creek Redwoods Preserve and expressed his concerns that delays are occurring due to work related to Alma College.

Planning Manager Jane Mark explained that the expedited planning process proposed to open the Bear Creek Redwoods Preserve requires several key tasks to be completed before even a portion of the preserve can be opened, including safe and useable parking lot, trails built, and extensive weed management performed.

General Manager Steve Abbors explained that the estimated schedule provided by staff to the Action Plan and Budget Committee in February has been modified to represent a fully developed understanding of the project. Since that time, staff has completed additional studies and determined several complex projects must be completed to open the preserve, including removing invasive weeds and building a road crossing. Mr. Abbors stated staff will be providing additional information to the Board of Directors at its November 17, 2015 retreat.

Directors Cyr and Hassett expressed their opinion that based on the information provided to the Planning and Natural Resources Committee staff is working to open the preserve as soon as it is ready for visitors, which is currently 2018.

Motion: Director Cyr moved and Director Hanko seconded the motion to:

1. Approve a contract amendment with Populous, Inc., for a total amount not to exceed \$41,230, increasing the total contract amount to \$269,880, to complete preparation of the Bear Creek Redwoods Open Space Preserve Plan (Preserve Plan) and Environmental Impact Report (EIR).
2. Approve a contract amendment with PGA Design, Inc., for a total amount not to exceed \$18,000, increasing the total contract amount to \$168,000, to complete the Alma College Site Rehabilitation Plan and provide supporting information necessary to complete the Preserve Plan and EIR.
3. Approve a contract amendment with Hexagon Transportation Consultants, Inc., for a total amount not to exceed \$9,000, increasing the total contract amount to \$27,000, to perform additional agency coordination in support of Preserve Plan traffic safety improvement actions and provide supporting information necessary to complete the Preserve Plan and EIR.

VOTE: 6-0-0 (Director Riffle absent.)

3. Authorize the General Manager to Enter into Two Agreements to Provide Vehicle Maintenance and Repair Services (R-15-153)

General Manager's Recommendations:

1. Authorize the General Manager to execute an agreement with CMK Automotive Inc. for maintenance and repair service for the District fleet for a not to exceed amount of \$50,000 for Fiscal Year 2015-16.
2. Authorize the General Manager to execute an agreement with Sol's Mobile Service for maintenance and repair service for the District fleet for a not to exceed amount of \$50,000 for Fiscal Year 2015-16.
3. Authorize the General Manager to extend either one or both of these agreements for three consecutive one year extensions under the same terms and conditions upon agreement of any

price changes with written confirmation of both parties; any increase shall not exceed more than 2% per year.

4. Authorization to Purchase One Vehicle (R-15-154)

General Manager's Recommendation: Authorize the General Manager to execute a purchase contract with the State Department of General Services and associated dealers to purchase one vehicle not to exceed \$40,000.

Public comments opened at 7:10 p.m.

No speakers present.

Public comments closed at 7:10 p.m.

Motion: Director Kishimoto moved and Director Hassett seconded the motion to adopt the Consent Calendar, with the exception of Item 2.

VOTE: 6-0-0 (Director Riffle absent.)

BOARD BUSINESS

5. Office Space Lease at 4984 El Camino Real, Suite 110, Los Altos (R-15-155)

Senior Real Property Agent Allen Ishibashi presented the staff report describing the need for the additional office space to accommodate additions staff positions related to implementation of the Financial and Operational Sustainability Model. Mr. Ishibashi also described the market rates for Class A, B, and C office spaces and the terms of the proposed lease.

Public comments opened at 7:39 p.m.

No speakers present.

Public comments closed at 7:39 p.m.

Motion: Director Hassett moved, and Director Hanko seconded the motion to:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act, as set out in the staff report.
2. Adopt a Resolution authorizing the General Manager to enter into an Office Lease with Wellington Park Investors.

VOTE: 6-0-0 (Director Riffle absent.)

INFORMATIONAL REPORTS

A. Committee Reports

Director Hassett reported on the recent Planning and Natural Resources committee meeting to discuss future District facility options.

B. Staff Reports

Assistant General Manager Kevin Woodhouse reported on the joint work day at El Corte de Madera and recent Operations department retreat. Mr. Woodhouse also reported staff members Allen Ishibashi, Meredith Manning, and Michael Bankosh graduated from the Santa Clara County Leadership Academy.

Assistant General Manager Ana Ruiz reported on ongoing staff recruitments and improvements to the delivery process for staff projects and interdepartmental communication.

Mr. Abbors reported on a recent Bay Nature hike in Russian Ridge Open Space Preserve and annual benefit for the Loma Prieta chapter of the Sierra Club.

C. Director Reports

The Board members submitted their compensatory reports.

Director Hanko thanked staff for their efforts related to the bench dedicated to the District's first General Manager Herb Grench stating that Mr. Grench was very appreciative of the recognition. Director Hanko also shared several of Mr. Grench's accomplishments as general manager.

Directors Kishimoto, Cyr, and Hassett thanked staff for organizing the event recognizing Herb Grench.

Director Kishimoto reported her attendance at the recent Santa Clara Valley Water District's Water Commission meeting.

Director Hassett reported that he attended a recent meeting of the South Skyline Association and recommended the speaker at that meeting, Brian Liddicoat, come speak to the Board regarding the old South Pacific Coast Mountain Division railroad.

ADJOURNMENT

President Siemens adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:07 p.m.

Jennifer Woodworth, CMC
District Clerk