



SPECIAL AND REGULAR MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

May 23, 2018

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

President Cyr called the special meeting of the Midpeninsula Regional Open Space District to order at 5:30 p.m.

ROLL CALL

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

Members Absent: Nonette Hanko

Staff Present: Acting General Manager Ana Ruiz, Acting General Counsel Hilary Stevenson, Acting Assistant General Manager Brian Malone, Real Property Manager Mike Williams

Public comments opened at 5:30 p.m.

No speakers present.

Public comments closed at 5:30 p.m.

- 1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATION OF LITIGATION**
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): (1 case)

Real Property Mike Williams left after item 1, and Chief Financial Officer/Director of Administrative Services Stefan Jaskulak and Human Resources Manager Candice Basnight joined the closed session.

- 2. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Agency designated representatives: Ana Ruiz, Acting General Manager, Brian Malone, Acting Assistant General Manager, Jack Hughes, Liebert Cassidy Whitmore
Employee organization: Field Employees Association

3. PUBLIC EMPLOYEE APPOINTMENT (GOVERNMENT CODE SECTION 54957)
Title: General Manager Recruitment

ADJOURNMENT

President Cyr continued the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District to the close of the regular meeting at 7:04 p.m.

REGULAR MEETING

President Cyr called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:07 p.m.

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

ROLL CALL

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

Members Absent: Nonette Hanko and Curt Riffle

Staff Present: Acting General Manager Ana Ruiz, Acting General Counsel Hilary Stevenson, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, Acting Assistant General Manager Brian Malone, Acting Assistant General Manager Christine Butterfield, District Clerk/Assistant to the General Manager Jennifer Woodworth, Natural Resources Manager Kirk Lenington, Senior Planner Tina Hugg, Acting Land & Facilities Manager Elaina Cuzick, Engineering & Construction Manager Jay Lin, Human Resources Manager Candice Basnight, Real Property Manager Mike Williams, Planner III Leslie Chan, Budget Analyst II Marion Shaw, and Budget Analyst I Elissa Martinez

ORAL COMMUNICATIONS

Matthew Self spoke regarding the lack of bicycle access to Skyline stating no off-road bicycle access exists to bring people from the valley to the ridgeline to access parks and open spaces between Sweeny Ridge to the north and Windy Hill to the south. Mr. Self encouraged the District to help identify a lead organization who can coordinate with the various park and open space agencies and local cities to address this gap.

Director Riffle arrived at 7:08 p.m.

ADOPTION OF AGENDA

Motion: Director Kishimoto moved, and Director Harris seconded the motion to adopt the agenda.

VOTE: 6-0-0 (Director Kanko absent)

SPECIAL ORDERS OF THE DAY

- Introduction of staff
 - Brett Snider, Open Space Technician

CONSENT CALENDAR

Director Siemens pulled item 3 from the Consent Calendar.

Public comment opened at 7:16 p.m.

No speakers present.

Public comment closed at 7:16 p.m.

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

VOTE: 6-0-0 (Director Hanko absent)

1. **Approve May 9, 2018 Minutes**
2. **Claims Report**
3. **Contract Amendment with Moore, Iacofano, Goltzman (MIG), Inc., for Supplemental Environmental Review Services for the Red Barn Public Access Site Plan (R-18-53)**

Acting General Manager's Recommendation: Authorize the Acting General Manager to execute a contract amendment for \$220,000 with MIG for Supplemental Environmental Review Services for the Red Barn Public Access Site Plan at La Honda Creek Open Space Preserve, for a total not-to-exceed contract amount of \$680,000.

Director Siemens inquired if the proposed contract amendment includes funding to evaluate and design both phases under Alternative 3 of the proposed parking lot.

Planner III Leslie Chan confirmed the contract scope of work includes environmental review and construction design documents for both phases, which includes an expanded parking lot layout.

Director Kishimoto requested staff address the option of providing access to the Red Barn area using trails connected to the nearby 4150 Sears Ranch Road parking lot.

Acting General Manager Ruiz noted that the item would be coming to the full Board for a decision on the preferred project description to proceed with CEQA review on June 12. The Board may choose at that time to direct staff to explore other options, including trail-only access to the Red Barn area.

Motion: Director Siemens moved, and Director Riffle seconded the motion to approve the Acting General Manager's recommendation.

VOTE: 6-0-0 (Director Hanco absent)

4. Board Response to Written Communications from Mike Liebhold

Acting General Manager's Recommendation: Approve the proposed response to Mike Liebhold.

BOARD BUSINESS

5. Proposed Fiscal Year 2018-19 Budget and Action Plan Initial Review and Public Hearing (R-18-50)

Acting General Manager Ana Ruiz provided opening remarks related to the upcoming fiscal year capital improvement and action plan, including proposed budget funds to purchase a new administrative office building at 5050 El Camino Real, additional capital improvements at Bear Creek Redwoods and La Honda Creek Open Space Preserves (OSP), and four net new full time equivalent (FTE) positions to continue progress on project delivery, address the increase in preserve visitation, and support growing needs for internal business systems. Additionally, the District will explore the formation of a Citizens Advisory Committee to engage a broad array of open space perspectives in ongoing work.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak summarized the budget and capital improvement and action plan priorities and provided an overview of the FY2018-19 budget by funding source, including Measure AA, grants, and general fund. Mr. Jaskulak outlined the revenues and expenses forecast for the upcoming budget year as compared to previous budget years.

Director Hanco arrived at 7:43 p.m.

Mr. Jaskulak described the five new proposed positions and removal of one FTE for a net of four new FTE.

Director Siemens suggested staff may want to explore creation of a floating ranger position that could fill vacant positions as they arise and be assigned to either field office depending on needs.

Mr. Jaskulak provided an overview of the debt services and District department budgets and highlighted projects for each department. The Board reviewed each of the four program budgets by fund and requested clarification regarding specific projects.

Director Harris requested additional information related to the proposed \$5 million in grant funding for Bear Creek Stables, expressing concern related to the use of staff time to secure outside funding.

Ms. Ruiz reported the Board would be discussing funding of Bear Creek Stables improvements at an upcoming Board meeting at the end of the summer. The \$5 million refers to funding that may come from community fundraising in addition to grant funding opportunities.

Director Harris requested clarification regarding the Cooley Landing Business Plan.

Ms. Ruiz reported the business plan would support the public programming at the Cooley Landing Education Center, and the operating plan would assist the City of East Palo Alto in the long-term maintenance and operation of the larger public park.

Directors Cyr and Riffle thanked staff for their thorough efforts to create the information included in the budget book.

Director Riffle encouraged the Board members to carefully read the entire budget book.

Director Kishimoto spoke regarding the process used by staff and the Board to set and understand the priorities for the upcoming fiscal year.

Director Kishimoto commented on the core function projects included in the departmental pages.

Public hearing opened at 8:33 p.m.

No speakers present.

Public hearing closed at 8:33 p.m.

No Board action required.

INFORMATIONAL MEMORANDUM

- Grants Program Strategy

INFORMATIONAL REPORTS

A. Committee Reports

No Committee reports.

B. Staff Reports

Ms. Ruiz reported she will attending the 2018 Silicon Valley Energy and Sustainability Summit to network with local government staff and business professionals and discuss regional sustainability issues. Ms. Ruiz also reported the inaugural class of the District's internal leadership academy graduated last week with a cohort of 16 staff members who engaged in a variety of topics, including the budget process, presentation skills, project management, supervisory and leadership skills, ethics, and cultural diversity. Also, three new rangers were badged at a District ceremony in the last week.

Real Property Manager Mike Williams reported the Twin Creeks property closed escrow and the purchase was partially offset by a \$750,000 from the Moore Foundation. Santa Clara County issued a demolition permit for the property, and three structures have been demolished.

C. Director Reports

The Board members submitted their compensatory reports.

Director Hassett suggested sending a letter of thanks to Bobbi Peckham to thank her for her work on the recent general manager recruitment.

By consensus, the Board directed staff to draft a letter for Board President's signature to thank Ms. Peckham.

Director Kishimoto reported her attendance at a recent meeting to organize and select representation for the new Santa Clara County Oversight Board for the former redevelopment agencies.

Director Riffle reported he will be attending an event for the Bay Smart Communities, which is an effort to re-imagine upland planning and development policies to benefit the Bay and Bay Area. The organization seeks ecologically sound and equitable policies to ensure that the Bay Area's growth prioritizes the Bay and builds broad and deep support for it among the region's many diverse communities, with special care to engage those who have suffered environmental injustice.

President Cyr reported his attendance at the recent ranger badging ceremony and the District's leadership academy graduation.

ADJOURNMENT

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District into closed session at 8:51 p.m.

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:55 p.m.

Jennifer Woodworth, MMC
District Clerk