



SPECIAL AND REGULAR MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Wednesday, August 22, 2018

DRAFT MINUTES

SPECIAL MEETING – STUDY SESSION

President Cyr called the special meeting of the Midpeninsula Regional Open Space District to order at 6:00 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: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Acting Assistant General Manager Mike Williams, Acting Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Planning Manager Jane Mark, Planner III Gretchen Laustsen, Planner III Whitney Berry

1. Draft District-wide Americans with Disabilities Act Self-Evaluation and Transition Plan Update (R-18-96)

Planner III Gretchen Laustsen introduced the staff presentation describing the project goals, scope, and timeline. Ms. Laustsen introduced the District's project consultant Laurel Kelly from MIG.

Ms. Kelly described the Americans with Disabilities Act (ADA) and explained program accessibility, which requires state and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities. Ms. Kelly reviewed the requirements included in title II of the ADA and the self-evaluation process used by the District to inform the creation of a transition plan. Ms. Kelly described the findings of the self-evaluation, including positive findings and areas that need improvement. Using the results of the

self-evaluation, staff has created a transition plan and timeline for removing barriers to equal access to programs and experiences. The transition plan includes criteria for prioritizing barrier removal projects, and the Board of Directors will evaluate and prioritize projects as part of its annual budget process.

Planner III Whitney Berry described three types of barrier removal – maintenance improvements, small capital improvements, and large capital improvements – and the transition plan schedule. Ms. Laustsen explained how the prioritization criteria could be applied to a District preserve. Finally, Ms. Berry explained the 15-year implementation plan from which projects will be reviewed on an annual basis based on District needs, resources, and accomplishments.

Director Kishimoto inquired if the Board would be adopting a complete implementation plan.

Ms. Berry and Ms. Kelly explained that the implementation plan would not include budget numbers due to the length of the implementation. In addition, staff envisions a living document, which will be modified based on public needs, available funding, etc. The prioritization criteria to be adopted by the Board will help guide implementation.

Director Kishimoto suggested project costs should be included in the prioritization criteria.

Public comments opened at 6:52 p.m.

Dean Biriyini spoke in favor of increasing public information related to trail profiles, surfaces, widths, trail conditions, etc. and adding the information to the preserve maps and District website, so visitors will know if they can access the trails.

Maribee Smith spoke in favor of an event on District preserves that could be reached by a bus, such as a picnic area.

Richard Skaff shared comments in favor of having a full time ADA coordinator involved with facility, policy, and program development and review of non-District events on District lands and proposed creation of an advisory committee to discuss experiences with facilities and programs. Mr. Skaff suggested inclusion of accessibility information at all trailheads, even those not fully accessible. Mr. Skaff recommended the transition/self-evaluation plan be reviewed annually by members of the disability community, creation of trails independently accessible by blind hikers, and inclusion of input from the disability community related to trail accessibility.

Public comments closed at 7:00 p.m.

Director Harris spoke in favor of the District's transition plan.

Director Siemens spoke in favor of including access at every preserve where feasible and completing easier work as soon as possible to increase access.

No Board action required.

President Cyr adjourned the special meeting of the Board of the Directors of the Midpeninsula Regional Open Space District at 7:12 p.m.

REGULAR MEETING

President Cyr called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:21 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: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Acting Assistant General Manager Mike Williams, Acting Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Engineering & Construction Manager Jason Lin, Senior Capital Project Manager Felipe Nistal

ORAL COMMUNICATIONS

Ron Thompson spoke in favor of electronic mountain bike usage on District trails and explained the benefits of electronic bikes to allow more visitors to use District facilities. Mr. Thompson spoke regarding electronic bikes not being motor vehicles and the lack of notifications at District preserves prohibiting electronic bikes.

ADOPTION OF AGENDA

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

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

SPECIAL ORDERS OF THE DAY

- Oath of Office for Bond Oversight Committee Members
- Introduction of staff
 - Aleksandra Evert, Volunteer Program Lead

CONSENT CALENDAR

Director Harris pulled Item 4 from the Consent Calendar.

Director Riffle pulled Item 5 from the Consent Calendar.

Public comment opened at 7:35 p.m.

No speakers present.

Public comment closed at 7:35 p.m.

Motion: Director Harris moved, and Director Riffle seconded the motion to approve the Consent Calendar, with the exception of Items 4 and 5.

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

1. **Approve August 8, 2018 Minutes**
2. **Claims Report**
3. **Partnership Funding Agreements for the Deer Hollow Farm White Barn Renovation Project (R-18-95)**

General Manager's Recommendation: Approve the recommendation from the Legislative, Funding, and Public Affairs Committee to enter into partnership funding agreements with the City of Mountain View and Friends of Deer Hollow Farm to renovate the White Barn at Deer Hollow Farm in Rancho San Antonio Open Space Preserve.

4. **Award of Contract with AGCO Hay, LLC., for new grazing water infrastructure at La Honda Creek Open Space Preserve (R-18-98)**

General Manager's Recommendation:

1. Authorize the General Manager to award a contract to AGCO Hay, LLC., grazing tenant at La Honda Creek Open Space Preserve, for grazing water infrastructure improvements in the amount of \$47,660.
2. Authorize a 15% contract contingency of \$7,149 to be reserved for unanticipated issues, for a total contract amount not-to-exceed \$54,809.

Director Harris inquired regarding the process of using District tenants to complete work and provide services on the property they lease.

Senior Real Property Specialist Elaina Cuzick explained that due to tax regulations, the District no longer uses rental credits.

General Counsel Hilary Stevenson explained the types of work typically completed by grazing tenants that are sole sourced due to the relatively inexpensive ability of the tenants to complete the work.

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

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

5. **Approval of a Memorial Bench for Vince Garrod at Fremont Older Open Space Preserve (R-18-99)**

General Manager's Recommendation: Approve the recommendation from the Legislative, Funding and Public Affairs Committee to install a memorial bench and plaque in honor of conservationist and significant supporter Vince Garrod atop Nob Hill at Fremont Older Open Space Preserve.

Jan Garrod of Garrod Farms spoke in favor of the memorial bench proposed to honor his late father Vince Garrod and thanked the District for their efforts to preserve open space.

Director Riffle spoke in favor of dedicating a bench to honor Vince Garrod.

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

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

6. Board Response to Written Communications from Mike Liebhold

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

BOARD BUSINESS

7. Award of Contract with Noll & Tam Architects for Assessment and Schematic Design of the New Administrative Office Remodel Project at 5050 El Camino Real, Los Altos, CA 94022 (R-18-97)

Engineering & Construction Manager Jason Lin introduced the staff presentation including reviewing the timeline of project milestones completed thus far, including the request for proposals process, site tours of other facilities, and architectural firm interviews.

Senior Capital Project Manager Felipe Nistal described the tasks included in the project scope of work and reviewed the tentative project schedule. Mr. Nistal described the comments provided by Board members as part of their selection of Noll & Tam. Mr. Nistal explained the Administrative Office Ad Hoc Committee has also recommended modifying the committee charge to extend it through approval of the schematic design.

The Board members discussed the various options for incorporating environmental standards in the building design, such as LEED certification, a net zero emissions building, etc.

Public comments opened at 8:21 p.m.

No speakers present.

Public comments closed at 8:21 p.m.

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

1. Authorize the General Manager to enter into a professional services contract with Noll & Tam Architects, for assessment and schematic design of the Administrative Office Remodel Project at 5050 El Camino Real, Los Altos, CA for a not-to-exceed amount of \$336,479.
2. Authorize a 15% contingency of \$50,472 to cover potential unforeseen requirements, for a not-to-exceed total contract amount of \$386,951
3. Extend the Administrative Office Ad Hoc Committee charge to guide the project through completion of the schematic design plans.

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

8. Board Review and Input on the Program Elements and Draft Project Design Goals for the New Administrative Office Project (R-18-100)

Mr. Lin reviewed the process used by the District and its consultant MKThink to create the Space Needs and Programming document approved by the Board in December 2017. Additionally, Mr. Lin summarized project goals and elements suggested by the Administrative Office ad hoc committee for Board discussion.

The Board members provided suggestions for project goals and program elements, which will be reviewed by the project team and ad hoc committee before Board approval in October 2018.

Public comments opened at 9:22 p.m.

No speakers present.

Public comments closed at 9:22 p.m.

No Board action required.

INFORMATIONAL MEMORANDUM

- Special Parks District Forum 2019

INFORMATIONAL REPORTS

A. Committee Reports

No committee reports.

B. Staff Reports

General Manager Ana Ruiz reported on meeting with Santa Clara County Board of Supervisor Cindy Chavez and San Mateo County Board of Supervisors' candidate Susan Ellenberg, where staff updated them on key projects in the District. Ms. Ruiz, the District's integrated pest manager, and area superintendent met with staff from the San Mateo County Vector Control District to discuss coordination and networking as the vector control district works on similar issues as District staff. Ms. Ruiz and Mr. Malone attended a meeting of the San Mateo FireSafe Council meeting to connect with partners related to fire issues.

C. Director Reports

The Board members submitted their compensatory reports.

Director Kishimoto commented on a recent proposal from the State Water Resources Control Board to allocate 40% of river water for environmental needs, such as fish habitats.

ADJOURNMENT

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:31 p.m.

Jennifer Woodworth, MMC
District Clerk