



SPECIAL AND REGULAR MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Wednesday, September 26, 2018

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

President Cyr called the special meeting of the Midpeninsula Regional Open Space District to order at 5:50 p.m.

ROLL CALL

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

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Acting Assistant General Manager Jason Lin, Real Property Manager Mike Williams, and Senior Real Property Agent Allen Ishibashi

Public comments opened at 5:50 p.m.

No speakers present.

Public comments closed at 5:50 p.m.

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: Santa Clara County APN: 170-64-119

Agency Negotiator: Allen Ishibashi, Senior Real Property Agent

Negotiating Party: Wellington Park Investors

Under Negotiation: Lease Terms

General Manager Ana Ruiz, Acting Assistant General Manager Jason Lin, Real Property Manager Mike Williams, and Senior Real Property Agent Allen Ishibashi left the closed session after the first item.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b)(1)

Title of Employee: General Counsel

ADJOURNMENT

President Cyr adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:58 p.m.

REGULAR MEETING

President Cyr called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:02 p.m.

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

ROLL CALL

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

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Acting Assistant General Manager Jason Lin, Acting Assistant General Manager Brian Malone, Real Property Manager Mike Williams, Senior Real Property Agent Allen Ishibashi, District Clerk/Assistant to the General Manager Jennifer Woodworth, Grants Specialist Melanie Askay, and Human Resources Manager Candice Basnight

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 7-0-0

CONSENT CALENDAR

Director Riffle pulled Item 3 from the Consent Calendar and recused himself due to a perceived conflict of interest related to his employment at the Peninsula Open Space Trust.

Public comment opened at 7:08 p.m.

No speakers present.

Public comment closed at 7:08 p.m.

Motion: Director Harris moved, and Director Siemens seconded the motion to approve the Consent Calendar, except for Items 1 and 3.

VOTE: 7-0-0

1. Approve September 12, 2018 Minutes

Director Hassett stated his comments regarding the constituent bench policy were incorrect and requested the item be continued to the following Board meeting.

2. Claims Report

3. Approval of Two Resolutions for Grant Applications to the Habitat Conservation Fund Program (R-18-106)

Director Riffle recused himself and left the room at 7:09 p.m.

General Manager's Recommendation:

1. Adopt a grant application Resolution to the Habitat Conservation Fund Program for funding support to purchase the Johnston Ranch Uplands property as an addition to Miramontes Ridge Open Space Preserve.
2. Adopt a grant application Resolution to the Habitat Conservation Fund Program for funding support to restore the Mindego Ponds at Russian Ridge Open Space Preserve.

Director Harris inquired when the acquisition would be moving forward as it relates to potential grant funding.

Real Property Manager Mike Williams explained the proposed purchase of the Johnston Ranch can be timed to coincide with the receipt of grant funds if those funds are awarded.

Motion: Director Siemens moved, and Director Hanko seconded the motion to approved the General Manager's Recommendations.

ROLL CALL VOTE: 6-0-0 (Director Riffle absent)

Director Riffle returned to the dais at 7:11 p.m.

4. Award of Contract to D-Line Constructors, Inc., for Improvements to the Monte Bello Driveway at Monte Bello Open Space Preserve (R-18-108)

General Manager's Recommendation:

1. Authorize the General Manager to enter into contract with D-Line Constructors, Inc., for a not-to-exceed base contract amount of \$145,063.
2. Authorize a 15% contingency of \$21,759 to be reserved for unanticipated issues, thus allowing the total contract amount not-to-exceed \$166,822.

5. Award of Contract to Ecast Engineering, Inc., for Replacement of the Point of Diversion 17 Waterline on the former McDonald Ranch at La Honda Creek Open Space Preserve (R-18-107)

General Manager's Recommendation:

1. Authorize the General Manager to award a contract to Ecast Engineering, Inc., to construct a new waterline for the base contract amount of \$148,250.
2. Authorize a 15% contract contingency of \$22,238 to be reserved for unanticipated issues, for a total contract amount not-to-exceed \$170,488.

6. Amendment to extend the current lease at 240 Cristich Lane, Campbell, Santa Clara County (Assessor's Parcel Number 412-32-014), also known as the site of the future South Area Field Office (R-18-109)

General Manager's Recommendation:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA), as set out in the staff report.
2. Adopt a Resolution authorizing the lease amendment and granting authority to the General Manager to make future property management decisions to secure additional rental income while moving forward with final plans, permitting, and the bidding process to complete site improvements and repurpose the property as a new South Area Field Office.

7. Right of Way Contract to exchange interests in real property between the California Department of Transportation (Caltrans) and Midpeninsula Regional Open Space District (District) to receive an easement for the Ravenswood Bay Trail Connection Project near Ravenswood Open Space Preserve in exchange for a drainage easement conveyed to Caltrans at Thornewood Open Space Preserve (portion of San Mateo County APN 075-123-080). Unanimous vote from all seven Board of Directors is required. (R-18-101)

General Manager's Recommendation:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA) as set out in the report.
2. By a unanimous vote of the Board of Directors, adopt a resolution authorizing the Right of Way Exchange Contract between the District and Caltrans.
3. Amend the Comprehensive Use and Management Plan for Ravenswood Open Space Preserve to include the exchanged interest in real property.
4. Withhold dedication of the Exchange Property as public open space at this time.

8. Approval of a Memorandum of Understanding with Midpeninsula Regional Open Space District Field Employees Association and Approval of Salary and Benefits Adjustments for the Office, Supervisory, and Management Employees (R-18-110)

General Manager's Recommendation:

1. Adopt a resolution approving the Memorandum of Understanding with the Midpeninsula Regional Open Space District Field Employees Association, for a term of July 1, 2018, through June 30, 2021.
2. Adopt a resolution approving salary and benefit adjustments for the Office, Supervisory, and Management employees, effective July 2, 2018.

3. Approve a corresponding update to the Fiscal Year 2018-19 Classification and Compensation Plan.

BOARD BUSINESS

9. Grants Program Strategic Plan (R-18-111)

Grants Specialist Melanie Askay provided the staff presentation describing the goals of the grants program and the planning process to develop the Grants Program Strategic Plan that included multiple opportunities for staff engagement and input.

Ms. Askay introduced Tina Stott, of Stott Planning Associates, and Donna Fletcher, of Mission Driven, whom the District engaged to help design the Grants Program Strategic Plan with the input of District staff and the Board of Directors.

Ms. Fletcher explained that the preceding 18 months have been focused largely on getting the grants program off the ground and setting a realistic vision for the program's maturation. Going forward, the time required for process development will decrease, and the grants specialist will have more time to dedicate to both grant seeking and grant making. Ms. Fletcher also outlined the various decision-making criteria for grant funding sources and selection of priority projects to maximize grant-funding success.

Director Riffle inquired regarding the decision-making process for pursuing grant opportunities.

Ms. Askay explained the Grants Strategic Plan includes a workflow process to determine when specific grant opportunities are pursued.

Ms. Stott described the proposed metrics of success for the grants program, including generating additional grant revenue, increasing the number of grant applications submitted, and securing at least four grants through Proposition 68.

Director Siemens requested clarification regarding the metric related to the return on investment for the grants program.

Ms. Askay explained that the cost of the grants program should be at a minimum less than half of the grant funds awarded. In addition, the grants program seeks to increase its funding by 25%, which would be an increased return on investment.

Director Harris suggested additional metrics to be included in the Grants Program Strategic Plan: the number of projects fully funded because of grants, the number of Measure AA projects partially funded by grants, the number of partnership projects funded with grants.

Ms. Askay agreed that success should be measured by qualitative and quantitative numbers.

Ms. Stott described several strategies for increasing capacity for the grants program, such as hiring contract grant writers, utilizing a lobbyist to help steward relationship building with state funders, and hiring of a grants technician in the future, if needed.

Director Harris suggested working with contract grant writers that specialize in the grant types the District is pursuing.

Ms. Stott outlined several recommendations included in the Grants Program Strategic Plan, including policy development, incorporation of grants into the budget and action plan process, and development of an annual work plan.

Director Riffle inquired regarding corporate grant opportunities and related requirements.

Ms. Askay explained that before the District pursues any corporate grants, staff would develop a policy to govern the process for approval by the Board.

Director Kishimoto expressed concern regarding the return on investment for grant funding sources.

Ms. Stott explained the cost of the grants program also includes costs associated with the grantmaking program. Without including the grantmaking program costs, the return on investment for the grant program is currently 400%.

Director Siemens suggested clarifying the description of the return on investment for the grant program that is currently included in the Grants Program Strategic Plan or removing this metric entirely.

Director Siemens suggested including a goal specifically related to the grantmaking program. Additionally, he suggested including in the Principles for Maximizing Potential Grant Revenue language regarding providing granting agencies with all of the information they request for grant applications.

Public comments opened at 8:07 p.m.

No speakers present.

Public comments closed at 8:07 p.m.

Director Kishimoto commented she will be keeping a close eye on the grants program as it moves forward.

Motion: Director Siemens moved, and Director Riffle seconded the motion to adopt the Grants Program Strategic Plan with the changes suggested by Board members.

VOTE: 7-0-0

INFORMATIONAL MEMORANDUM

- Dog On-Leash Access at Upper La Honda Creek Open Space Preserve

Director Riffle spoke in favor of the opening of upper La Honda to dog access.

Director Hassett expressed concern regarding the low number of permitted parking spaces near Allen Road and potentially high demand for access.

Acting Assistant General Manager Brian Malone reported staff will be monitoring the number of permits issued to determine if permits for frequent users need to be limited in the future to ensure that the permit system is available to all interested visitors.

INFORMATIONAL REPORTS

A. Committee Reports

District Clerk Jennifer Woodworth reported the Administrative Office ad hoc committee met on September 25 and 26 to discuss the prioritization of the project goals and program elements and requested the Board members complete the same prioritization exercise prior to the October 10, 2018 Board meeting.

B. Staff Reports

General Manager Ana Ruiz reported on meetings with San Mateo County Supervisors Warren Slocum and Don Horsley and commented on the very successful Volunteer Recognition Event organized and executed by staff.

C. Director Reports

The Board members submitted their compensatory reports.

The Board members reported their attendance at recent and upcoming events, including the District's Volunteer Recognition Event, the Committee for Green Foothills Nature's Inspiration event, La Honda Educational Foundation Harvest Dinner, San Jose Water Company Annual BBQ, the Santa Clara County League of Conservation Voters 25th Annual Fundraiser and Environmental Awards, and the Save the Redwoods League 100th Anniversary.

Director Riffle requested an update regarding the Hawthorn property.

Director Harris announced her resignation from the Board of Directors effective following the October 10, 2018 Board meeting.

ADJOURNMENT

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:29 p.m.

Jennifer Woodworth, MMC
District Clerk